

Golden Gate University School of Law GGU Law Digital Commons

Registrar's Publications

About GGU School of Law

2004

Student Handbook 2004-2005

Follow this and additional works at: <http://digitalcommons.law.ggu.edu/registrar>



Part of the [Educational Administration and Supervision Commons](#)

Recommended Citation

"Student Handbook 2004-2005" (2004). *Registrar's Publications*. Paper 1.
<http://digitalcommons.law.ggu.edu/registrar/1>

This Article is brought to you for free and open access by the About GGU School of Law at GGU Law Digital Commons. It has been accepted for inclusion in Registrar's Publications by an authorized administrator of GGU Law Digital Commons. For more information, please contact jfischer@ggu.edu.

**GOLDEN GATE UNIVERSITY
SCHOOL OF LAW**

**STUDENT
HANDBOOK**

2004–2005



TABLE OF CONTENTS

GENERAL INFORMATION

LAW SCHOOL OFFICES	1
Mailing Address	1
Phone Number	1
Facility Hours	1
LAW SCHOOL ADMINISTRATION	6
Law School Deans and Directors	6
Faculty	7
Faculty Committees	7
STUDENT COMMUNICATION	8
GGU4YOU	8
Law School News	8
GGU Online	9
Student Messages and Announcements	9
EMERGENCY SERVICES	10
SECURITY	11
Escort Service	11
Lost and Found Items	11
Network Security	11
COUNSELING AND ADVISING	12
Personal Counseling	12
Academic Advising	13
STUDENT ORGANIATIONS	14
LAW LIBRARY	19
Access Policy	19
Circulation Desk/Course Reserve	19
Information and Research Assistance	20
Open Reserve Area	20
Exams on File	20
Microforms	20
Documents	20
Interlibrary Loans/Access to Other Libraries	20
On-Line Catalog	21
Computer Labs	21
Computer-Assisted Legal Research (CALR)	21
Computer-Assisted Legal Instruction (CALI)	21

Stored Materials	21
Reshelving.....	21
Photocopies	22
Circulation Policy	22
LAW CAREER SERVICES	23
Eligibility for Services	23
Use of Law Career Services	23
Services to First-Year Students.....	23
Employment Limitations.....	24
LCS Check-out Policy	24
E-Attorney and Fall Recruitment.....	24
Cancellation Policies.....	24
Non-discrimination Policy	25
SPECIAL PROGRAMS	26
Law Review	26
Academic Support Program (ASP)	26
Clinics and Externships.....	27
Honors Lawyering Program (HLP).....	27
Combined Degree Programs	28
Specialization Certificates.....	29
HONORS LAWYERING PROGRAM	30
Admission	30
Withdrawal.....	31
Registration and Required Courses.....	31
Apprenticeships.....	32
First-Year Events	35
Academic Standards.....	35
Grading.....	35
Certificate Programs	35
Transcripts.....	36
Financial Aid.....	36
Graduation.....	36

ADMINISTRATIVE RULES & PROCEDURES

ADMINISTRATIVE RULES & PROCEDURES	37
Official Transcripts from Undergraduate Institution	37
Student Records	37
Selection of Courses and Registration	39
Payment of Tuition, Tuition Credits, and Refunds	39
Transfer between J.D. Academic Programs	45
Enrollment in Courses Offered in Another Program	45
Enrollment in Summer School	45

Enrollment in Courses at Other ABA-Approved Law Schools	45
Visiting Away	47
Policy on Continuous Study.....	48
Leaves of Absence	48
Withdrawal.....	49
Fulfilling Course Requirements	50
Examination Procedures	53
Witkin & CALI Awards.....	61
Notification of Grades.....	61
Grade Changes	62
Dean's List	62
J.D. Class Rank	62
Retaking Courses	63
Commencement.....	63
Diplomas	65
Graduating Class Rank: Honors and Highest Honors.....	65
California Bar Application Procedures	65
Accommodations for Students with Disabilities.....	66
Notice of Nondiscrimination.....	68

ACADEMIC STANDARDS

ACADEMIC STANDARDS

Standard of Conduct.....	70
Definitions.....	70
J.D. Degree Requirements	71
J.D. Required Courses and Recommended Electives	71
LL.M. Degree Requirements	73
LL.M. in Environmental Law Program Requirements	73
LL.M. in International Legal Studies Program Requirements.....	74
LL.M. in Intellectual Property Law Program Requirements	74
LL.M. in Taxation Program Requirements.....	75
LL.M. in United States Legal Studies Program Requirements.....	75
S.J.D. in International Legal Studies Program Requirements.....	76
J.D. ABA Required Residency	76
Classroom Attendance, Preparation, and Participation.....	77
Grading Policies	77
Good Standing.....	81
J.D. Program Academic Supervision	81
J.D. Program Academic Disqualification	82
J.D. Program Academic Probation.....	82
Readmission to the J.D. Program.....	84
Academic Standards Committee	86
Decisions of the Associate Dean for Law Student Services	87

STANDARDS OF STUDENT CONDUCT

STANDARDS OF STUDENT CONDUCT	88
Jurisdictional Statement	88
Definition of Terms.....	88
Definitions of Misconduct	89
Violation of Law and University Discipline	91
Procedures	91
Interpretation and Revision	97

FINANCIAL AID

FINANCIAL AID	98
General Eligibility	98
Student Responsibilities	99
Campus-based Financial Aid	100
Petitions.....	102
Emergency Loans	102
External Sources of Financial Aid	102
Scholarship and Grant Information for Continuing Students	102
J.D. Student Merit Scholarships.....	103
Financial Aid Satisfactory Academic Progress.....	104
Special Scholarships	106

INTERNATIONAL STUDENTS

INTERNATIONAL STUDENTS	110
Arrival, Registration, and Orientation	110
Passports.....	110
Reportable Events	110
Record-Keeping Requirements	111
Dependents	112
Social Security Numbers.....	112
Financial Aid.....	112
Students from Certain Countries	112
Department of Homeland Security (DHS).....	113
Forms.....	11

DISABILITY POLICIES & PROCEDURES

POLICY AND PROCEDURES FOR THE PROVISION OF SERVICES TO STUDENTS WITH DISABILITIES	114
Definitions.....	114
Admissions Policy and Procedures	115
Policy and Procedures for Enrolled Students.....	115

SEXUAL HARASSMENT POLICY

SEXUAL HARASSMENT AND SEXUAL AND/OR ROMANTIC RELATIONSHIPS BETWEEN STUDENTS AND FACULTY/ADMINISTRATORS	124
Definition	124
Sexual and/or Romantic Relationships betw. Students & Faculty or Administrators	124
Complaint Procedures	125
Commentary	125
Sexual Harassment Complaint Procedure.....	126

SCHEDULES & COURSE DESCRIPTIONS

J.D STUDENT SUGGESTED SCHEDULES	131
COURSE DESCRIPTIONS	133

LAW SCHOOL OFFICES

The majority of the Law School's faculty and administrative offices, including classrooms, the Law Library, and offices of the Law Review and the Student Bar Association are located on the second and third floors of the main campus building at 536 Mission Street. Except where noted, locations in this handbook are at the main building, 536 Mission Street.

Law Career Services, the Environmental Law and Justice Clinic (ELJC), the Women's Employment Rights Clinic (WERC), and some additional faculty offices are located on the second floor of 62 First Street, above the bookstore.

A. MAILING ADDRESS

The mailing address for all offices and departments within the Law School (including offices located at 62 First Street) is **Golden Gate University School of Law, 536 Mission Street, San Francisco, CA 94105-2968.**

B. PHONE NUMBER

The phone number for the main university switchboard is 442-7000 and the Law School's main phone number is 442-6600. All telephone numbers referred to in this handbook are in the 415 area code.

C. FACILITY HOURS

- ⇒ **536 Mission Street:** Sunday through Friday - 7:30 am to 11:00 pm, Saturday - 7:30 am to 8:30 pm.
- ⇒ **62 First Street:** Monday through Friday - 7:00 am to 7:00 pm, Saturday and Sunday – Closed.
- ⇒ **Computer Labs:** Monday through Friday - 8:00 am to 10:00 pm, Saturday and Sunday - 10:00 am to 8:00 pm.
- ⇒ **Bookstore:** Monday - 8:30 am to 7:00 pm, Tuesday through Thursday - 8:30 am to 5:30 pm, Friday - 8:30 am to 2:00 pm.

D. LAW SCHOOL OFFICES

The following is a list of Law School offices:

⇒ ADMISSIONS AND FINANCIAL AID OFFICE

536 Mission Street, Suite 3327

442-6630 or *lawadmit@ggu.edu*

Hours: Monday through Thursday – 10:00 am to 2:00 pm and 3:00 pm to 6:30 pm;
Friday – 10:00 am to 2:00 pm and 3:00 pm to 5:30 pm (Summer hours may vary)

The Admissions and Financial Aid Office provides prospective students with information regarding the J.D. program as well as providing tours and additional assistance throughout the admissions process. The office also assists prospective and current students with information pertaining to financing their law school education, including providing details about scholarships, short-term emergency loans, work-study, and student financial planning.

⇒ ALUMNI RELATIONS

536 Mission Street, Room 2305

442-6602 or *lawalumni@ggu.edu*

Please call for office hours

The Alumni Relations Office addresses the needs of students after they graduate and provides many opportunities for current students and alumni to interact. Students have opportunities to meet and work with alumni through on-campus programs such as moot court competitions, alumni events, and career services events.

Law School alumni are encouraged to continue their relationship with current faculty, staff, and students and to help the Law School develop procedures and programs by participating in the Alumni Association. Alumni are entitled to a wide variety of benefits, including invitations to special events, continuing education programs, Law Library and career services access, and discount programs. Membership is free and open to all Law School alumni.

In addition to coordinating alumni relations, the alumni relations director plans the Law School's annual commencement exercises (more information can be found in the "Commencement" section under "Administrative Rules & Procedures" in this handbook). The Alumni Relations office also offers California bar exam support by hosting a hospitality suite at the main Bay Area test site for the last day of the exam and offers on-campus swearing-in ceremonies for those who pass the exam. The swearing-in ceremonies are usually presided over by Golden Gate University alumni members who are state or federal judges.

⇒ **DEAN'S OFFICE**

536 Mission Street, Suite 2300

442-6600

Hours: Monday through Friday - 9:00 am to 5:30 pm

The Dean's Office is responsible for overseeing the administration of the Law School, including offices for the Law School dean, academic dean, associate dean for budget and administration, marketing and events, and alumni relations. The front desk in the Dean's Office serves as the law school's switchboard and center for general information.

⇒ **FACULTY CENTER**

536 Mission Street, Suite 2333

442-6640

Hours: Monday through Thursday - 9:00 am to 6:30 pm; Fridays - 9:00 am to 5:30 pm

The Faculty Center administrative assistants are able to answer questions regarding handouts, course materials, and faculty members' office hours.

Most faculty will announce in class where and how they can be contacted. All faculty members have regular office hours. Students may also leave notes in faculty mailboxes, located within the Faculty Center, or with the faculty administrative assistants. Faculty Center staff will not give out a faculty member's home or office telephone number, unless instructed to do so by the faculty member.

⇒ **LAW CAREER SERVICES**

62 First Street, Suite 200

442-6625

or *lawcareer@ggu.edu*

Hours: Mondays, Tuesdays, and Fridays - 9:00 am to 5:30 pm; Wednesdays and Thursdays - 9:00 am to 6:30 pm

Law Career Services staff assists students and alumni with their career development needs. More information on services provided by Law Career Services can be found in the "Law School Offices" section of this handbook.

⇒ **LAW LIBRARY**

536 Mission Street, Plaza Level

442-6680

Hours: Monday through Thursday - 7:30 am to 10:30 pm; Friday - 7:30 am to 8:00 pm; Saturday - 10:00 am to 6:00 pm; Sunday - 12:00 noon to 10:30 pm (Hours are extended during exam study periods and restricted on holidays, semester breaks, and in the summer.)

The Law Library is both a study place and a learning laboratory for law students. To make the many hours future attorneys spend in the law library as rewarding as possible, Golden Gate provides a library collection of more than 270,000 volumes in an attractive and modern facility. The Law Library also offers computer research services, computer labs, and an extensive microforms collection. Further information on library services can be found in the "Law School Offices" section of this handbook or by picking up a *Law Library User Guide*, available in the Law Library.

⇒ **LAW STUDENT SERVICES**

536 Mission Street, Suite 3300

442-6615 or *lawstudentservices@ggu.edu*

Hours: Monday through Friday – 9:00 am to 5:30 pm

The Law Student Services Office provides guidance and information to students on a variety of issues and acts as liaison between students, faculty, and other administrators. The Law Student Services office provides some of the following services:

a. Academic Advising & Counseling

The assistant dean for student services is available for academic advising and to meet with students about personal issues that may affect their law school performance. Further information is provided in the “Counseling and Advising” section of this handbook.

b. Exams

The examination coordinator, along with other Law Student Services staff, handles the administration and rescheduling of exams. Details regarding examination rules, guidelines, and procedures may be found in the “Examination Procedures” section of this handbook.

c. Student Accommodations

Accommodations are available to students with appropriately documented disabilities. All university facilities are readily accessible to disabled students. More information can be found in the “Accommodations for Students with Disabilities” section in the “Administrative Rules and Procedures” portion of this handbook.

d. Health Insurance

Health and accident insurance is available from the university’s Office of Student Services. Law Student Services also maintains information about the ABA/LSD sponsored law student health insurance.

e. Locker Assignments

Each law student is entitled to the use of an individual or shared on campus locker at no charge. To request the use of a locker, students should submit a Locker Request/Renewal Form to the student services coordinator.

f. Athletics and Recreation

There are many health clubs within walking distance of Golden Gate University. The SBA offers subsidized memberships to 24 Hour Fitness; passes are available at the Law School Dean's Suite. The university’s Student Services Office has information on Golden Gate University sports teams and clubs such as the Griffin Soccer Team and the Hiking Club.

g. Housing

Housing listings and information are available in the university’s Student Affairs Office in room 417.

⇒ **LL.M. IN ENVIRONMENTAL LAW OFFICES**

62 First Street, Suite 200
Please call for office hours

369-5356

⇒ **LL.M. IN INTELLECTUAL PROPERTY OFFICES**

536 Mission Street, Room 2322
Please call for office hours

442-6604

⇒ **LL.M. & S.J.D. IN INTERNATIONAL LEGAL STUDIES OFFICES**

536 Mission Street, Room 3303
Hours: Monday through Friday – 9:00 am to 5:30 pm

442-6607

⇒ **LL.M. IN TAXATION LAW OFFICES**

536 Mission Street, Room 3304
Hours: Monday through Friday – 9:00 am to 5:30 pm

442-6605

⇒ **LL.M. IN UNITED STATES LEGAL STUDIES OFFICES**

62 First Street, Suite 222
Hours: Monday through Friday – 9:00 am to 5:00 pm

369-5356

⇒ **LAW SCHOOL REGISTRAR'S OFFICE**

536 Mission Street, Suite 3310 **442-6620 or *lawreg@ggu.edu***
Hours: Monday through Friday – 10:00 to 2:00 and 3:00 to 6:30

The Law School Registrar's Office is responsible for all records concerning a student's academic history. In addition to conducting registration, the office maintains student files, processes loan deferments, records grades, prepares academic progress evaluations, awards degrees, orders diplomas, certifies graduates to bar examiners, and processes exam blue book claims.

The Law School Registrar's Office also maintains the classroom schedule for the Law School. Students interested in reserving a room for a meeting or event should make their request by e-mailing *lawreg@ggu.edu* as far in advance as possible.

⇒ **STUDENT ACCOUNTING SERVICES**

536 Mission Street, 1st floor **442-7839 or *sas@ggu.edu***
Hours: Monday through Thursday - 11:00 am to 6:30 pm; Fridays - 11:00 am to 5:30 pm

The university's Student Accounting Services Office accepts payments for tuition and fees.

LAW SCHOOL ADMINISTRATION

The deans and faculty of the Law School are responsible for formulating the programs of the school. With the help of the staff, they administer the various programs.

A. LAW SCHOOL DEANS AND DIRECTORS

⇒ **Law School Dean**

Law School Dean **Frederic White** is responsible for the overall administration of the Law School. Assistant to Dean White is **Cynthia Childress**.

⇒ **Associate Dean for Academic Affairs**

Associate Dean for Academic Affairs **David Oppenheimer** is responsible for scheduling classes and hiring adjunct faculty members. Dean Oppenheimer also oversees the full-time faculty. **Mara Mooney** is the program coordinator for academic affairs.

⇒ **Associate Dean for Budget and Administration**

Associate Dean for Budget and Administration **Greg Egertson** manages the business affairs of the Law School and oversees the operation of the Dean's Office and the Faculty Center. **Paul Gibson** is the program coordinator for finance and administration.

⇒ **Associate Dean for Graduate Programs**

Associate Dean for Graduate Law Programs **Jon Sylvester** oversees the administration of the LL.M. and S.J.D. programs.

⇒ **Associate Dean for Law Student Services**

Associate Dean for Law Student Services **Sue Schechter** supervises the Law School Registrar's Office and the Law Career Services Office. Dean Schechter also oversees the administration of exams, the disability services program, academic advising, and student compliance with academic and administrative rules. **Jill Tolfa** is the law student services program coordinator.

⇒ **Associate Dean for Library Services**

Associate Dean for Library Services **Margaret Arnold** oversees the Law Library.

⇒ **Assistant Dean of Admissions and Financial Aid**

Assistant Dean of Admissions and Financial Aid **Tracy Simmons** oversees the Law School Admissions and Financial Aid Office.

⇒ **Assistant Dean for Law Career Services**

Assistant Dean for Law Career Services **Susanne Aronowitz** oversees the Law Career Services office.

⇒ **Director of Alumni Relations**

Alumni Relations Director **Kevi Brannelly** develops programs for Law School Alumni including special events, continuing education sessions, and reunions. Kevi also plans and manages commencement each year.

⇒ **Director of Law School Marketing and Events**

Marketing and Events Director **Lorri Ungaretti** produces the Law School's marketing publications and organizes special Law School events. Lorri also edits *Law School News*.

⇒ **Law School Registrar**

Law School Registrar **Steven Lind** oversees the Law School Registrar's Office.

B. FACULTY

Photographs and short biographies of each faculty member, including their areas of interest, are included in the J.D. Catalog and on the Law School's website at www.ggu.edu/law.

C. FACULTY COMMITTEES

Each year, the dean and faculty form the following standing committees:

- ⇒ Academic Standards Committee
- ⇒ Admissions Committee
- ⇒ Appointments Committee
- ⇒ Curriculum Committee
- ⇒ Evaluation Committee
- ⇒ International Studies Committee

Other committees and special committees are appointed on an as-needed basis.

STUDENT COMMUNICATION

The Law School has two official methods of communicating information to students: *Law School News* and *GGU Online*. Students are required to read these sources on a regular basis to keep up to date on important policies, deadlines, and time-sensitive information.

The *Student Handbook* is subject to change, as policies and procedures may change at any time during the year. Students will be notified of changes through posted notices on *GGU Online* and/or in *Law School News*.

A. GGU4YOU

GGU4YOU is the university's online service system and can be found on the web at www.ggu.edu/login.jsp. After requesting an account, students may update their address and contact information, register for courses, view course schedules, view grades, view degree program evaluations, request transcripts, view financial aid information, and make payments to their account. Many of the forms used by the Law School Registrar's Office and the Admissions and Financial Aid Office are also available on GGU4YOU.

GGU4YOU is available 24 hours a day, seven days a week, but access to registration and adding/dropping courses is subject to the dates indicated in the Academic Calendar. Although traditional services will still be available, students are not required, but are strongly encouraged, to use GGU4YOU.

B. LAW SCHOOL NEWS

Official notices are printed in *Law School News*, a weekly newsletter published by the Law School Dean's Office. Besides providing important administrative information about policies, courses, examinations, deadlines, review sessions, etc., *Law School News* includes announcements of social events, on-campus speakers, career services, and other important news. **Students should read *Law School News* regularly; all notices in *Law School News* are considered to have been communicated to all students.**

Law School News is published every Monday while classes are in session. It is distributed throughout the Law School campus in specially designated areas (e.g., the third-floor hallway, outside the Faculty Center, and in the Law Library), and is also available electronically on *GGU Online*.

Faculty, staff, and student organizations may submit announcements for publication in *Law School News*. The editors may choose not to include articles, and articles may be edited for content. The deadline for submissions is 2:00 pm on the Wednesday before publication. Anyone wishing to submit an article should e-mail it via *GGU Online* to "LSN Submissions" or via regular e-mail to lawschoolnews@ggu.edu. For more information, call 442-6636.

C. GGU ONLINE

During Law School orientation, all incoming and transfer students receive the necessary information to operate their *GGU Online* account. All law students are required to maintain an active *GGU Online* e-mail account and to check their mailboxes regularly; accounts expire after four months of inactivity. Students with questions about signing on or maintaining their accounts should contact the Law School's technology services manager at 442-6613.

D. STUDENT MESSAGES AND ANNOUNCEMENTS

Course schedules and other important notices, such as reading assignments for the first day of class and changes in classroom locations or times, are posted on glass-enclosed bulletin boards on the third floor. Students are advised to check these bulletin boards before classes begin and periodically throughout the semester. A student message board is also located in the Law Library near the circulation desk.

In addition, Law Student Services maintains "mailboxes" for each student in file folders located in the Student Bar Association (SBA) Lounge in room 2313. Faculty and staff place notices in student folders, so students should check them regularly. **Mailboxes are for the exclusive use of the Golden Gate Law School community. No commercial solicitation is allowed.**

EMERGENCY SERVICES

In case of medical or family emergencies, the following telephone numbers can be used to reach a student in class. Someone who is trying to reach a student should have a copy of the student's schedule, including room numbers. That person must state that they have an emergency situation, and they will be expected to explain the circumstances.

- ⇒ **During regular hours** (Monday through Friday, 9:00 am – 5:30 pm)
During regular hours, contact either the law student services coordinator at 442-6615 or the Dean's Office receptionist at 442-6600.
- ⇒ **During evening hours** (and on weekends when the university is open)
During evening hours, contact the evening/weekend administrator via the switchboard operator by dialing "0" from a campus telephone or 442-7000 from an outside phone. The operator and the evening/weekend administrator cannot access a student's schedule and will not be able to reach a student without a room number.
- ⇒ **When the switchboard is closed**
When calls are being answered by an answering machine, contact a GGU staff member by calling 442-7093.

Students who have ongoing situations that require frequent communication with others outside the Law School, should make arrangements to send and receive messages via another system such as a private voicemail number or *GGU Online* rather than relying on Law School staff.

A student with a potential health emergency should inform the Law Student Services Office so that appropriate action can be taken in the event of an emergency.

SECURITY

Student with a security problem, including lost or stolen articles, should contact the switchboard operator, by dialing “0” from a campus phone or 442-7000 from an outside phone. After regular hours, (after 10:00 pm Mondays through Thursdays, after 9:30 pm on Fridays, and after 3:30 pm on weekends) a GGU staff member may be contacted by calling 442-7093.

A. ESCORT SERVICE

As a courtesy, the university operates a security escort service to accompany students from the university to their means of transportation after dark, within a reasonable distance. To request an escort, students may either call the operator or go to the information desk on the first floor. While it is unusual, sometimes (typically Friday evenings) no escorts are available. Students should arrange in advance for escorts on weekends, as the switchboard closes at 3:30 pm on Saturdays and Sundays.

Escort service maps, which show the range of service, are available from the information desk in the first floor lobby.

B. LOST AND FOUND ITEMS

Lost and Found items should be taken to, or picked up from, the Facilities Department in room P-31 on the Plaza level. Lost or stolen articles should be reported to the switchboard operator by dialing “0” from a campus telephone or 442-7000 from an outside phone. After regular hours, (after 10:00 pm Mondays through Thursdays, after 9:30 pm on Fridays, and after 3:30 pm on weekends) a GGU staff member may be contacted by calling 442-7093.

C. NETWORK SECURITY

Students who use laptop computers are required to have anti-virus software on their computers prior to connecting to Golden Gate University’s academic network. Anyone using the network should take proper precautions for virus checking, malicious software, Trojans, back doors, etc. Any student whose laptop computer causes damage to the university resources as a result of connecting to the academic network will be held responsible for such damages.

COUNSELING AND ADVISING

A. PERSONAL COUNSELING

A number of counseling options are available at the School of Law, as listed below.

1. Courses

Whenever possible, a student with a problem in a particular course should discuss the problem with the instructor and, if appropriate, follow up with the director of the program (if applicable). If this is not possible, or if these discussions do not resolve the problem, students should meet with the associate dean for law student services, or their LL.M program director.

2. Financial Aid

Students with financial aid problems should first contact their financial aid counselor. If this does not resolve the problem, students should speak with the Law School assistant dean of admissions and financial aid.

Questions or problems with student accounts should be directed to Student Accounting Services, located on the first floor of 536 Mission Street.

3. Personal Problems

Students with personal problems that are interfering with their ability to attend classes, to study, or to take exams should contact the associate dean for law student services to discuss how to handle the problem and to obtain referrals for services outside the university. The associate dean for law student services does not engage in long-term counseling but does direct students to outside resources to help them resolve their concerns. The associate dean for law student services is available by appointment or on a drop-in basis. An appointment can be made by calling 442-6615 or by signing up on the sign-up sheets posted on the door of room 3302.

In addition, the university has an entirely confidential counseling center, Center for Counseling and Psychological Services (CCPS), located in the Student Affairs Suite, room 417C. CCPS provides short-term counseling, crisis intervention, couples therapy, and group therapy. CCPS is staffed by graduate students in psychology (from Golden Gate and neighboring graduate schools), who are supervised by a licensed marriage and family therapist. GGU students may take advantage of an intake session and three additional sessions at no charge. Any subsequent sessions are \$10 each. CCPS may be contacted by calling 442-6578.

LL.M. students may seek guidance from the LL.M. program directors.

B. ACADEMIC ADVISING

To help students track their progress toward completing academic requirements, academic progress evaluations are available at all times on GGU4YOU. Students are responsible for keeping track of the courses they need to complete to ensure that they will meet all graduation requirements by their anticipated graduation date.

Upper-division students may select their own course schedules, as long as they conform to the required course guidelines and the residency requirements set out in the “Course Descriptions” and other sections of this handbook. Generally, after the first year, just under one-half of a full-time student’s remaining units are in required courses. Most students take some elective and some required courses each semester. Students should carefully read the following:

- ⇒ The Student Handbook
- ⇒ Current course descriptions (available in the back of this handbook and on GGU4YOU)
- ⇒ *Law School News*
- ⇒ The Course Schedule for each term (available from the Law School Registrar’s Office and on GGU4YOU)

Students are responsible for knowing all information contained in these and other Law School publications.

General questions about courses and scheduling that are not otherwise addressed in this handbook or other publications should be directed to the Law School registrar, the associate dean for law student services, or the faculty advisor for the various specialization certificates. Detailed questions about a particular course should be directed to the instructor.

The associate dean for law student services is available for academic advising throughout the year on an as-needed basis. Students are strongly encouraged to set up an appointment with the associate dean to discuss course selection and other academic advising issues.

International students with questions regarding F-1 and J-1 visas should refer to the “International Students” section of this handbook for more complete information on advising.

STUDENT ORGANIZATIONS

One of Golden Gate University School of Law's great strengths is its active and enthusiastic student body. Student groups spend a significant amount of time and energy organizing special activities to enrich the law school experience for all. Student groups publicize their activities in an events calendar in *Law School News*. Each organization has a mailbox in the SBA Lounge, located in room 2313.

Currently, the Law School hosts the following student organizations:

⇒ **THE STUDENT BAR ASSOCIATION (SBA)**

The SBA is the official voice of Law School students. An umbrella organization funded by student fees, the SBA coordinates various programs, activities, and events to meet the educational, recreational, and interpersonal needs of the student body.

All J.D. students are members of the SBA and pay a fee of \$20 per semester to fund SBA activities. In turn, the SBA disburses these funds to support other student groups and activities.

Students elect SBA officers and representatives each spring. The representatives come from each class of the day and evening divisions. The officers of the SBA are the president, vice president, secretary, and treasurer. Together with the representatives, these officers constitute the board of directors.

The SBA board of directors designates students to serve on those Law School committees that have student representation. The president of the SBA serves on the Law School's hearing panel and attends meetings of the Golden Gate University Board of Trustees.

⇒ **AMERICAN BAR ASSOCIATION LAW STUDENT DIVISION (ABA/LSD)**

The ABA/LSD seeks to further academic excellence by encouraging law students to participate in the efforts of the organized bar in the formation and revision of standards of legal education. In the past, the Law School's chapter sponsored a "Surviving Law School" program introducing both day and evening division first-year students to the reality of law school and organized an annual Homeless Luncheon. The Homeless Luncheon catered to homeless people living in the Tenderloin neighborhood of San Francisco. In addition to collecting, preparing, and serving food, the students collected and distributed used clothing.

⇒ **ASIAN AND PACIFIC AMERICAN LAW STUDENT ASSOCIATION (APALSA)**

APALSA is open to all law students enrolled at Golden Gate University and is dedicated to providing academic, professional, and social support to all its members. APALSA also encourages awareness of issues involving Asian Pacific American individuals, minorities, and the surrounding community.

⇒ **ASSOCIATION FOR COMMUNICATION, SPORTS & ENTERTAINMENT LAW (ACSEL)**

ACSEL consists of students interested in the legal aspects of sports, entertainment, and communications. It sponsors speakers on entertainment law and sports law issues.

⇒ **ASSOCIATION OF TRIAL LAWYERS OF AMERICA (ATLA)**

The Golden Gate University School of Law student chapter of ATLA promotes interest in litigation and trial advocacy by hosting various programs, especially in the area of plaintiffs' tort litigation. Each year, the Golden Gate chapter members compete in the ATLA National Student Trial Advocacy Competition.

⇒ **BLACK LAW STUDENTS ASSOCIATION (BLSA)**

BLSA is a national organization dedicated to the recruitment, support (including academic support), and development of African-American law students.

The BLSA chapter at Golden Gate promotes academic success and achievement by sponsoring a mentoring program and conducting review sessions and workshops for first-year students. BLSA promotes career development through participating in job fairs and the Law School's annual Law Career Focus Day and sponsoring presentations by practicing attorneys.

⇒ **THE EMPLOYMENT LAW ASSOCIATION (ELA)**

ELA is designed for students who are interested in employment and labor issues. Members promote employment and labor law, uncover the hot issues in this area, and build a network together.

⇒ **THE ENVIRONMENTAL LAW SOCIETY (ELS)**

ELS discusses current developments in environmental law and works to further the goals of protecting the environment as well as securing placements in the legal field. ELS also participates in the annual Earth Day cleanup and the annual beach cleanup, hosts speakers on environmental issues, and periodically cosponsors a symposium dealing with emerging issues in environmental law. ELS participates each spring in the Environmental Conference in Eugene, Oregon, which provides a setting for interested students to meet and share information about events, school programs, jobs, and new developments in the field of environmental law.

⇒ **THE FEDERALIST SOCIETY**

The Federalist Society is a nationwide organization of conservative and libertarian law students, lawyers, and members of the judiciary. The society is founded on the principles of individual liberty, limited government, and the rule of law.

⇒ **GOLDEN GATE ASSOCIATION OF INTERNATIONAL LAWYERS (GGAIL)**

GGAIL represents the students of the Law School's Center for Advanced International Legal Studies. Membership is open to all candidates for a LL.M. or S.J.D. in International Legal Studies, all candidates for a LL.M. in U.S. Legal Studies, and J.D. candidates with a specialization in international legal studies. GGAIL's activities include organizing professional and social events, preparing a yearbook, and fostering alumni relations. Eligible students may join GGAIL, the International Law Society (ILS), or both.

⇒ **INTELLECTUAL PROPERTY LAW ASSOCIATION (IPLA)**

IPLA seeks to forge and maintain relationships among students, the Law School and firms, corporations, businesses, and other organizations involved in all areas of intellectual property law in order to educate students about intellectual property law, aid students in obtaining IP-related employment, and promote the integrity of the Law School's IP law program to the legal community.

IPLA has surveyed local firms to determine their hiring preferences regarding recent graduates and summer associate positions, sponsored presentations by local attorneys regarding issues in IP law, and cosponsored activities with professional organizations such as California Lawyers for the Arts.

⇒ **INTERNATIONAL LAW SOCIETY (ILS)**

ILS brings together students of diverse backgrounds and interests with a common goal of promoting and fostering an increased understanding and appreciation of international law at all levels, whether public, private, comparative, theoretical, or practical. Among its activities, ILS publishes *International Dimensions*, a journal of legal commentary exploring evolving issues and legal doctrines within international law, as they play out in actual practice. ILS is an active member of the International Law Student Association (ILSA), a worldwide umbrella student organization.

⇒ **JEWISH LAW STUDENTS ASSOCIATION (JLSA)**

JLSA plans social and culturally enriching events for Jewish students and faculty as well as events designed to educate the Law School community about Jewish concerns.

⇒ **LATINO LAW STUDENTS ASSOCIATION (LALSA)**

A main objective of LALSA is to provide academic and moral support for first-year students. LALSA provides direction and advice to first-year students through its mentor/mentee program and scheduled general meetings.

LALSA also strives to facilitate bonds among students who are interested in Latino issues. LALSA's hope is to create a network of potential employment opportunities through the relationships that are established during law school. Upper-division students can benefit from the host of career and scholarship/fellowship opportunities that are available for people of color. Therefore, LALSA serves as an information resource group for its members.

Finally, because the average student is so involved with academic work, it is easy to lose touch with Latino issues. LALSA brings the community issues back to the law student through email postings and announcements at its general meetings.

⇒ **MIDDLE EASTERN LAW ORGANIZATION (MELO)**

MELO was founded to serve as a catalyst for information sharing and collaboration among law students of Middle Eastern background. It was also formed to build a strong alliance with other law school associations. The group strives to foster a greater understanding between Middle Eastern and non-Middle Eastern law students.

⇒ **NATIONAL ASSOCIATION OF CRIMINAL DEFENSE LAWYERS (NACDL)**

Golden Gate's NACDL chapter organizes educational programs about current criminal law issues and sponsors speakers who are prominent criminal defense lawyers.

⇒ **NATIONAL LAWYERS GUILD (NLG)**

NLG is a group of lawyers, law students, and legal workers who identify with the American left. It provides legal support for workers and for persons who are racially, sexually, or politically oppressed.

The Bay Area chapter strives to expose law students to a variety of public interest law practices and connect students with practitioners working in areas of particularly urgent need. In the past two years, the Bay Area chapter of the NLG has organized projects on SSI reapplications, affirmative action, prisoner's rights, and immigrant rights.

⇒ **PHI DELTA PHI**

The purpose of Phi Delta Phi, which is open to all students, is to form a strong bond uniting law students and professors with members of the bench and bar in a fraternal fellowship designed to advance the ideals of justice and community service.

⇒ **PUBLIC INTEREST LAW FOUNDATION (PILF)**

PILF dedicates itself to advancing public interest through law by encouraging members to give back to the community and supporting those who do. PILF assists students in finding legal employment and involvement opportunities in public interest and in government. It also provides forums to hear from faculty and practicing attorneys about their public interest experiences and to discuss issues within public interest fields.

PILF helps administer the Loan Repayment Assistance Program, which provides grants to help repay a portion of educational loans to law school graduates who work in low-paying public interest jobs. Additionally, each spring, PILF awards summer grants to current students working in public interest positions. In order to raise money for these programs, PILF holds an auction and raffle each spring.

⇒ **QUEER LAW STUDENT ASSOCIATION (QLSA)**

QLSA is concerned with individual rights and legal issues affecting lesbian, gay, bisexual, and transgender people. Members are committed to playing an active part in legal and social reform. QLSA has spearheaded dialogue within the Law School community on the issue of gays in the military by publishing information and bringing in speakers on the subject. QLSA also engages in networking by way of a mentor program with Bay Area attorneys through BALIF (Bay Area Lawyers for Individual Freedom).

⇒ **THE WOMEN'S LAW ASSOCIATION (WLA)**

The WLA is dedicated to educating and fostering dialogue on issues that affect women's rights, especially in the legal field. It sponsors social and educational activities for the entire student body as well as events primarily of interest to women. WLA provides a mentor/mentee program for first-year students.

LAW LIBRARY

The Law Library, located on the Plaza level, is both a study place and a learning laboratory for law students. To make the many hours future attorneys spend in the law library as rewarding as possible, Golden Gate provides a library collection of more than 270,000 volumes in an attractive and modern facility. The Law Library also offers computer research services, two computer labs, and an extensive microforms collection.

A service-oriented and knowledgeable staff is available to further patrons' understanding of legal research methods and to answer specific questions. Several staff members and assistants work behind the scenes to carry out the many tasks necessary to keep the Law Library operating efficiently and ensuring that all materials are up to date. The main telephone number for the Law Library is 442-6680.

The Law Library is open Monday through Thursday from 7:30 am to 10:30 pm, Fridays from 7:30 am to 9:00 pm, Saturdays from 10:00 am to 7:00 pm, and Sundays from 10:00 am to 10:30 pm. The schedule is extended during exam study periods and restricted over holidays, semester breaks, and summer. All variations are posted.

For further information on library services, Law Library User Guides are available in the Law Library.

A. ACCESS POLICY

The Law Library is dedicated to serving the law students and faculty of Golden Gate University School of Law, while acknowledging the need of others for access to our collection. Because of our location in the financial district of San Francisco, many local attorneys and others have historically sought access to our collection. Thus, in 1984, a limited access policy was instituted, which allows the Law Library to ensure that our law students and faculty receive the service and space they need, while accommodating a reasonable number of those on the "outside" through a fee-based membership program. These members include alumni, individuals, and corporate members. In addition, Golden Gate undergraduate and graduate students may use the facility if they need to use legal materials. Because the Law Library is a government depository, it is required by law to admit members of the public needing to use documents received through that program.

All library users are required to show their access cards upon entering the Law Library to maintain its service priority. In the case of students, the access card is a student ID card. The restricted access policy works to everyone's benefit, and we ask that users support it by displaying their access cards upon entry.

B. CIRCULATION DESK/COURSE RESERVE

442-6680

Library staff and student workers are available at the desk to check books in and out of the library, answer directional questions, check access cards, sign out course reserve materials, and accept requests for inter-library loans and the paging of stored materials. A message and general announcements bulletin board is located nearby.

C. INFORMATION AND RESEARCH ASSISTANCE

442-6692

The reference librarians who staff the reference desk daily (except Saturdays) can answer legal research and other informational questions. If the desk is not staffed, patrons should ask for assistance at the circulation desk. The reference collection is shelved next to the reference desk, and two terminals to access the online catalog are located near the desk. Two computer terminals in the reference area are also available for searching CD-ROM databases, LEXIS or Westlaw, and the Internet, or for practice with CALI (Computer-Assisted Legal Instruction).

Reference Librarians are available Monday through Thursday from 7:30 am to 7:00 pm, Fridays from 9:00 am to 5:00 pm, and Sundays from 1:00 pm to 5:00 pm.

D. OPEN RESERVE AREA

Hornbooks, Nutshell books, audiotapes, court rules, and other high-use items are housed in the Open Reserve Area, which is located next to the Reference Desk. Materials are placed on reserve to give as many students as possible access to items most in demand. Most materials are available for use in the Law Library. Twenty-four hour loans are available on selected labeled items.

E. EXAMS ON FILE

Essay exams and examples of best answers are placed on reserve in the library and on-line.

F. MICROFORMS

A growing collection of microforms is housed on the lower level of the Law Library in room B-2. All materials are listed in the online catalog and marked "MICRO." A "Microform Finder," located near the cabinets, pinpoints the cabinet drawer where the title is stored. Patrons may use any of three coin-operated reader-printers to make copies for 10 cents each.

G. DOCUMENTS

The Law Library is a depository for State of California and selected federal documents. In exchange for receiving these materials free of charge, the library provides access to members of the public seeking their use.

H. INTERLIBRARY LOANS/ACCESS TO OTHER LIBRARIES

Golden Gate law students and faculty needing items not available on campus may use Interlibrary Loan. For more information, ask at the circulation or reference desk. The Law Library has reciprocal access arrangements for Golden Gate law students with other Law Libraries in the Bay Area. For more information, contact a reference librarian.

I. ON-LINE CATALOG

Access to the library collections is provided by an online catalog. Computer terminals are located near the reference desk and on the basement level- one by the law reviews and one in room B-2. Circulation or Reference desk staff can provide assistance.

J. COMPUTER LABS

About thirty-five networked personal computers and three Macs are available to Golden Gate law students for legal research and law-school-related purposes. Programs available on these machines include word processing, a spreadsheet application, Computer-Assisted Legal Instruction (CALI), LEXIS and Westlaw, our CD-ROM databases, *GGU Online*, and access to the Internet. Printing is free. See the electronic services librarian with any questions about the labs' operations. Stationary typewriters are also available on each level of the library. As only currently registered law students may use the labs, students may be asked to show their photo IDs while using the labs.

K. COMPUTER-ASSISTED LEGAL RESEARCH (CALR)

LEXIS and Westlaw access is available to students on the two public machines in the reference area, on all of the machines in the Law Library computer labs, and via the Internet on their own PCs. All law students are given unlimited access to both systems for educational purposes after completion of training, normally scheduled in the second semester of their first year.

L. COMPUTER-ASSISTED LEGAL INSTRUCTION (CALI)

Dozens of interactive CALI exercises, ranging in subject matter from administrative law to wills and trusts, are available to law students for use in the computer lab. If a student wishes to work through any CALI exercises at home, several CALI CD-ROMs are available behind the circulation desk for forty-eight-hour check-out. (All CALI CDs are Windows and Macintosh compatible.) Alternatively, some CALI exercises can be accessed at www.cali.org. Contact a reference librarian for further details.

M. STORED MATERIALS

Many of the Law Schools' law reviews and other superseded materials published prior to 1980 are stored off-site. Patrons should complete a paging request at the circulation desk for this material. Paging runs are made every weekday at about 3:00 pm. Retrieved material will be held 24 hours before it is returned to storage.

N. RESHELVING

Books should be returned to their proper shelves after use so that other patrons do not waste time searching for them.

O. PHOTOCOPIES

Photocopy machines are located on both floors of the Law Library. Copies cost 10 cents. Cards can only be purchased through the card dispenser, which is located on the Plaza level. The card dispenser accepts \$1, \$5, \$10, or \$20 bills.

P. CIRCULATION POLICY

Students must have a valid Golden Gate ID card or membership card in order to borrow books. Most Law Library materials do not circulate. Since law libraries are primarily reference collections, only a small percentage of the collection can be checked out. Circulation desk staff are able to answer questions about which items may leave the premises.

Circulating (non-reserve) materials are available for two-week loans. Patrons may renew loans twice, if no other patron has requested the items and if they are not overdue. If an item is not returned by its due date, a fine of \$5 per item will be assessed. If a bill is mailed, an additional \$5 processing fee for each item is levied, together with the replacement cost of each item or \$50 per item, whichever is higher. For returned items, only the applicable fines will be assessed. Patrons who do not return the items after a week of their due date or who fail to respond to a bill after a week, will be subject to an additional \$10 fine and processing fee per item for every week that the item is overdue.

Possible consequences of failing to return items or pay fines include loss of Law Library borrowing privileges or blocked grade reports, transcripts, registration, or graduation.

Any patron may use the open reserve materials in the Law Library. Some open reserve materials are available for 24-hour loan to Golden Gate law students and faculty; these materials are clearly labeled. Overdue material is subject to a \$5 fine for the first hour and \$1 per hour thereafter, plus service and replacement charges, if not returned.

Patrons may check out course reserve materials at the circulation desk for two hours and can renew the loan if no one else has requested the material. Course reserve materials may be removed from the building, but must be returned on time. Patrons with overdue items will be fined \$5 for the first hour and \$1 per hour thereafter for each overdue item. A course reserve item not returned is also subject to added service charges, plus \$50 or the cost of replacing the item, whichever is greater.

LAW CAREER SERVICES

Law Career Services (LCS), located on the second floor of 62 First Street, assists students and alumni with their career development needs. The office is open on Mondays, Tuesdays, and Fridays from 9:00 am to 5:30 pm, and on Wednesdays and Thursdays from 9:00 am to 6:30 pm, and may be reached at 442-6625.

LCS staff provides comprehensive career services to law students and graduates. Students have access to individual career counseling, a resume and cover letter review service, recruiting and employment opportunities, and a career resource library. Job listings are available online at www.eattorney.com and in binders located at the Law Career Services office.

Law Career Services educates students about the job search process and about legal career options by presenting workshops and inviting attorneys to campus to share their experiences with students. In addition, LCS promotes a variety of networking and professional development opportunities through bar associations and other organizations.

LCS staff members conduct orientation meetings with first-year law students toward the end of the first semester of law school. At the orientation meetings, staff members begin the career planning process and introduce students to the variety of services and resources available to them. Law Career Services continues to work with students throughout law school to help them refine their career goals and plan job search strategies.

A. ELIGIBILITY FOR SERVICES

The services and resources of LCS are available to all students currently enrolled in the J.D., LL.M. or S.J.D. programs at Golden Gate University School of Law, as well as alumni of these programs. Students and alumni of other ABA-accredited law schools may request access to the resources of the Law Career Services office through the terms of a reciprocity agreement between Golden Gate and their school. Access to the office is limited to the terms specified in the reciprocity policy, available from LCS.

B. USE OF LAW CAREER SERVICES

Students may use the resources of the Law Career Services office for job search-related activities only. The computers, telephone, fax machine, photocopier, letterhead, supplies and other resources of the office are not to be used for personal use. Students using LCS resources must agree to abide by all policies posted in the office regarding the use of office equipment and resources.

C. SERVICES TO FIRST-YEAR STUDENTS

Golden Gate University School of Law is a member of NALP, the National Association of Law Placement. NALP's rules provide that "Law schools should not offer career services to first-semester first-year law students prior to November 1 except in the case of part-time students who may be given assistance in seeking positions during the school

term.” While first-year students are not eligible for career planning services until November 1, they are encouraged to attend LCS programs and events that are designed to expose them to a variety of legal career options.

D. EMPLOYMENT LIMITATIONS

ABA Standard 304 prohibits students from working in excess of 20 hours per week while attending school on a full-time basis. **First-year full-time students may not work at all.**

E. LCS CHECK-OUT POLICY

Only Golden Gate School of Law students, alumni, staff, and faculty may borrow LCS resources. Designated books and videotapes may be borrowed for a period of two weeks unless otherwise noted. Materials are due on the date indicated and will be considered overdue the day following the due date. Materials not returned after two notices are declared lost. The patron will be charged the price of the item plus a \$5 processing fee. Unpaid charges may result in a hold being placed on registration, transcripts, diplomas, and grades until an account is cleared.

F. E-ATTORNEY AND FALL RECRUITMENT

All students who elect to participate in the Fall Recruitment Program are required to utilize *www.eAttorney.com* to submit their applications and review their interview schedules. All students will be assigned an eAttorney account number for this purpose. During the on-campus interview season, a student must maintain an updated profile with current contact information and check the eAttorney website at least once a day for updates to his or her interview schedule.

G. CANCELLATION POLICIES

1. Interview Cancellations

In the event that a student needs to cancel a job interview arranged through the Law School’s fall recruitment program or other similar recruiting program, the student must provide at least 48 hours’ notice to LCS (and to the employer for interviews located at the employer’s office). A student who does not attend a scheduled interview, or cancels an interview within 48 hours, will be required to send a letter of apology to the employer and provide the assistant dean for law career services with a copy. The student will not be permitted to participate in the on campus interview program until the assistant dean for law career services receives a copy of the apology letter. Cancellations, especially with short notice, reflect poorly on the student and on the Law School.

2. Mock Interview Cancellations

A student who needs to cancel an interview arranged through the Law School’s mock interview program must provide at least 48 hours’ notice to Law Career Services. If a student does not attend a scheduled interview, or if the student cancels an interview within 48 hours, he or she will be required to send a letter of apology to the interviewer and to provide the assistant dean for law career services with a copy.

The student will not be permitted to participate in the mock interview program until the assistant dean for law career services receives a copy of the apology letter. Cancellations, especially with short notice, reflect poorly on the student and on the Law School.

H. NON-DISCRIMINATION POLICY

Employers that utilize the LCS have agreed to abide by the Law School's non-discrimination policy:

Golden Gate University's Law Career Services Office does not make its facilities or services available to employers who discriminate on the basis of race, sex, creed, religion, age, color, disability, sexual orientation, gender identification, ancestry, national/ethnic origin, nationality/citizenship, political affiliation, marital status, medical condition, or any other status protected from discrimination by federal, state, or local law.

The use of LCS services constitutes affirmation of this policy.

In the event an employer acts in a manner inconsistent with this policy or places a student in an uncomfortable situation, the student should contact Law Career Services immediately. The assistant dean for law career services can help determine how to remedy the situation.

Note: During the summer of 2003, Golden Gate University's Board of Trustees instructed the Law School to allow the military to recruit on campus. Because of the apparent conflict between the military's practice of refusing to hire persons known to them to be gay or lesbian and the Law School's non-discrimination policy, the Law School has developed measures to ameliorate the military's presence on campus. For more information, contact the assistant dean for law career services.

SPECIAL PROGRAMS

A number of special programs are available at Golden Gate University School of Law.

A. LAW REVIEW

Each year, students publish the *Golden Gate University Law Review*, under the supervision of faculty advisors.

Students may join the Law Review staff either by being chosen from a writing competition or by finishing their first year (second year if a part-time student) in the top ten percent of their class. The writing competition, held in the spring semester is based on a student's Memorandum of Points and Authorities for Writing and Research (or Appellate Advocacy brief for second-year night students) or an independent writing assignment. Students interested in the writing competition should look for announcements in *Law School News*. Students selected via the writing competition must achieve a cumulative GPA of 2.5 by the end of that academic year in order to accept appointments to Law Review.

Students who are invited to join Law Review, whether by way of the writing competition or by "grading on," must maintain a 2.5 cumulative GPA to retain their status as a member of the Golden Gate Law Review. If at any time a member's GPA falls below 2.5, that member will not be allowed to participate further.

Students taking first-year Law Review may register for a total of 3 units- 2 units in the fall semester and 1 unit in the spring semester. Students taking second year Law Review may register for a total of 4 units, any of which may be taken in the spring, summer, or fall terms. Students with questions about Law Review should contact the editor-in-chief at 442-6690.

B. ACADEMIC SUPPORT PROGRAM (ASP)

The Academic Support Program is designed to enhance student performance through peer mentoring, workshops on legal study skills, and practice exams. During the first year of Law School, the Academic Support Program provides students with workshops on study skills, including:

- ⇒ Law school note-taking
- ⇒ Case briefing
- ⇒ Course outlining
- ⇒ Time management
- ⇒ Student life
- ⇒ Study group dynamics

The Law School also offers several mandatory and elective classes designed to maximize our students' academic success. For first year students, enrollment in Legal Analysis in the spring semester is determined by a student's academic performance during the fall semester.

The Academic Support Program concludes in the spring of the third year, with a series of workshops for graduating students designed to help them prepare for the bar exam.

C. CLINICS AND EXTERNSHIPS

Golden Gate offers students opportunities to participate in the following clinics:

1. On-Site Clinics

- ⇒ The Innocence Project
- ⇒ Environmental Law & Justice Clinic
- ⇒ Women's Employment Rights Clinic

2. Field Placement Clinics

- ⇒ Civil Practice Clinic
- ⇒ Criminal Litigation Clinic
- ⇒ Environmental Law Clinic
- ⇒ Family Law Clinic
- ⇒ Government Counsel Clinic
- ⇒ Immigration Law Clinic
- ⇒ Judicial Externships
- ⇒ Landlord-Tenant Law Clinic
- ⇒ Public Interest Clinic
- ⇒ Real Estate Clinic

Students who have completed 29 units may enroll in a clinic course as long as they meet other relevant prerequisites. Judicial externships require completion of 40 units and **a GPA of at least 2.5**. (Students need a **2.75 GPA** for federal court or appellate court externships.) Students should contact the instructor for specific information and instructions.

Students may not take more than **13 units** in externship and other clinical program courses. Courses that count toward this unit limitation include **all externships and clinics**, the street law program, and any courses taken in a Golden Gate University graduate program and counted in fulfillment of the J.D. as part of a combined degree program.

Students who are interested in clinics and externships should review the J.D. Catalog, the "Course Descriptions" section of this handbook, and the Clinical Legal Education Program Student Handbook, available from the Law School Registrar's Office.

D. HONORS LAWYERING PROGRAM (HLP)

The Honors Lawyering Program was started in 1998 under the name Integrated Professional Apprenticeship Curriculum (IPAC). It is an intense academic and practice-focused program. In the Honors Lawyering Program, students attend a regular first-year curriculum, participate in an intensive skills-focused summer session where they learn substantive law in the context of a simulated law firm, and work at a full-time fall apprenticeship. In the spring, they are back full-time in classes. During their last year, students choose from a more flexible schedule, but still participate in skills-focused courses and complete a second apprenticeship. More information is available in the "Honors Lawyering Program" section of this handbook.

E. COMBINED DEGREE PROGRAMS

Combined degree programs allow students to reduce the number of units necessary to earn both a J.D. and a graduate degree in another specialty area. They are particularly beneficial to students who have undergraduate degrees and/or previous work experience in a given graduate area and who want to pursue careers that combine that experience and training with legal work. Students enrolled in combined degree programs are able to fulfill twelve (12) units of electives needed for their J.D. degrees from courses completed toward earning the other degree. The following combined degree programs are currently offered:

1. J.D./M.B.A. Degree

The J.D./M.B.A. degree is offered through Golden Gate University's Ageno School of Business. Students interested in this program should complete an application, available at the Law School Registrar's Office, after the completion of their first semester of law school. The applicant's LSAT score will be accepted in lieu of the GMAT and writing proficiency requirement in order to gain admission to the M.B.A. program. The decision on admission to the M.B.A. program is normally made after receipt of the second semester law school grades. Students register for M.B.A. courses through the university's Registrar's Office and pay the same tuition as other M.B.A. students. Students in the J.D./M.B.A. program must complete all requirements for both degrees before being able to sit for a bar exam.

2. J.D./Ph.D. Degree

The J.D./Ph.D. degree in clinical psychology, offered through the Pacific Graduate School of Psychology (PGSP) in Palo Alto, California. Students must apply to PGSP and meet all admission requirements including completion of the GRE. Typically, students are admitted to both schools before starting law school, but PGSP will still accept applications during the student's first year of law school.

Students complete one year of law school and then attend one year at PGSP. During their third and fourth years, students attend both Golden Gate School of Law and PGSP concurrently. For students attending concurrently, the amount of tuition and fees charged by each school is equal to one-half of the cost to attend the more expensive school on a full-time basis for the academic year. For purposes of calculating this cost, Golden Gate School of Law assumes 15 credit hours per fall and spring semester. Students in this program are not charged additionally if they attend Golden Gate School of Law during the summer session. Prior to completing their J.D. degrees, students should request the registrar at PGSP to send an official transcript to the Golden Gate University School of Law registrar in order for 12 units of transfer credit to be recorded at Golden Gate. Students in the J.D./Ph.D. program need to complete only the requirements for the J.D. degree before being able to sit for a bar exam.

F. SPECIALIZATION CERTIFICATES

The Law School offers certificates in the following areas of specialization:

- ⇒ Business Law: Domestic Track
- ⇒ Business Law: International Law Track
- ⇒ Criminal Law
- ⇒ Environmental Law
- ⇒ Intellectual Property Law
- ⇒ International Law
- ⇒ Labor and Employment Law
- ⇒ Litigation
- ⇒ Public Interest Law
- ⇒ Real Estate Law
- ⇒ Taxation

A list of specific courses and requirements for each area of specialization is available at the Law School Registrar's Office. Students who achieve a cumulative GPA of 3.0 or better in the graded certificate courses will be awarded a certificate with distinction.

Students must submit an application for a specialization certificate to the Law School Registrar's Office during their last semester: by March 31st for May and August graduates, and by December 1st for December graduates.

Specialization certificates are mailed shortly after graduation and separately from a student's diploma. Any specialization certificates earned will be noted on a student's transcript.

HONORS LAWYERING PROGRAM

The Honors Lawyering Program (HLP) was started in 1998 under the name Integrated Professional Apprenticeship Curriculum (IPAC). It is an intense academic and practice-focused program. In the Honors Lawyering Program, students attend a regular first-year curriculum, participate in an intensive skills-focused summer session where they learn substantive law in the context of a simulated law firm, and work at a full-time fall apprenticeship. In the spring, they are back full-time in classes. During their last year, students choose from a more flexible schedule, but still participate in skills-focused courses and complete a second apprenticeship.

HLP students are subject to all the same rules and regulations as non-HLP J.D. students.

A. ADMISSION

1. Entering Students

Students apply to HLP as part of the regular J.D. application process by checking the Honors Lawyering Program box at the bottom of their admissions application.

2. First-Year Students

First-year students may apply to transfer into HLP after fall semester grades have been recorded. Details regarding the transfer process are available each January in *Law School News* and on GGU Online. Transfer admission to the program is primarily based on the applicant's law school admissions materials, as well as fall semester grades, recommendations from law school professors, and a personal essay. The number of transfer applicants admitted to the program will depend on the number of students already in the program and the quality of the applications. All eligible students will be considered, regardless of whether they applied to HLP as part of the regular admissions process.

3. Mid Year Admitted Students/Part-Time Students

MYA and part-time students are not eligible for enrollment in HLP due to the pre-set course schedule. Part-time students wishing to transfer into the program may apply to do so if they are willing to transfer to the day program, and their course schedule does not conflict with the HLP schedule.

4. Joint Degree Programs

Students enrolled in the J.D./M.B.A. program are eligible for HLP, and should consult with the associate dean for student services regarding their schedule. Students enrolled in the J.D./Ph.D. program are not eligible for HLP.

B. WITHDRAWAL

Students who decide to withdraw from the Honors Lawyering Program must:

1. Meet with the HLP administrative director;
2. Inform the director of their intention to withdraw from the program **in writing**;
3. Submit the “Petition to Transfer Between Divisions” form to the associate dean for student services.

Students will not be able to register for courses outside the HLP curriculum or be packaged by the Financial Aid Office as a non-HLP student until all of the above steps have been completed.

C. REGISTRATION AND REQUIRED COURSES

In March, first year HLP students will receive a filled-in registration form, which they will sign and submit to the Law School Registrar’s Office. Because of the flexibility of the HLP schedule, HLP students may not register online. HLP students are subject to the same rules as regular non-HLP J.D. students, including those regarding tuition, tuition credit, refunds, and withdrawals. In the past, the summer course offerings have included:

1. Summer I

HLP students take 13 units during the first summer session, consisting of the following courses:

- ⇒ Evidence (4 units)
- ⇒ Constitutional Law II (3 units)
- ⇒ Appellate Advocacy (2 units)
- ⇒ Lawyering Skills (2 units)
- ⇒ HLP Skills Lab (2 units)

Students must register for all of these courses and may not register for any other courses during this time.

2. Summer II

All HLP students who have completed the first HLP summer and fall apprenticeship must complete a second apprenticeship and at least two additional HLP courses- bar courses including a lab component. Students may not enroll in the lab separately from the course. There is some flexibility as to when these requirements can be undertaken, and least one HLP course will be offered each semester/summer. During the 2004-2005 school year, the upper division HLP courses are HLP Wills & Trusts, HLP Remedies, and HLP Privacy/Defamation.

The summer session usually begins the day after Memorial Day and ends in early August. Classes are generally held Monday – Thursday from 9:30 a.m. to 4:30 p.m. Friday and weekend classes may also be scheduled. Final class schedules will be published as soon as they are finalized (approximately late March or early April). Students will generally have a 3 to 4 day weekend for the July 4th holiday.

Two special events occur during the summer session—a Welcome Reception held on the first Friday of the summer session, and an Annual Firm BBQ held on a weekend in July. HLP students, faculty, and staff are encouraged to attend these events.

D. APPRENTICESHIPS

It is the HLP student's responsibility to identify and secure a suitable placement for her/his apprenticeship. The HLP staff members provide support to help students identify and secure such a placement. In the event that an HLP student is unsuccessful in finding a placement before the beginning of the apprenticeship period, HLP staff will assist the student in securing a placement at a public interest organization or government agency. Such a placement may or may not be paid.

1. First Apprenticeship

All HLP students must complete a full-time apprenticeship during the fall semester. Full-time is defined as a minimum of 30 hours per week for 15 weeks.

2. Second Apprenticeship

All HLP students are required to complete a second apprenticeship, which may be either full-time (see above) or part-time (280 hours during one semester or summer). A full-time apprenticeship may be completed during the summer or fall semester of the final year. A part-time apprenticeship may be completed during the final summer, fall, or spring semester.

Students may earn clinic units for the second apprenticeship. HLP students are held to the same clinic and externship prerequisites as non-HLP J.D. students, as noted elsewhere in this Handbook. The ABA prohibits students from earning both income and unit credit for the same work.

3. Apprenticeship Procedures

First-year students meet with HLP and Law Career Services staff members in November as part of the Law Career Services Orientation sessions. HLP students are also required to attend an HLP orientation session in November, where they complete a Student Interest Form and learn other information about the Program. Students will then be assigned to one of the HLP staff counselors.

Students must submit a draft resume and sample cover letter to their counselor by the end of January. Students should also prepare a list of references and a writing sample, in preparation for apprenticeship applications. Students should consult the Law Career Services handouts, attend the LCS Resume/Cover Letter workshops, and use the LCS Resume/Cover Letter Review service when preparing these materials. Once students have submitted a resume, they are encouraged to schedule an individual appointment with their assigned counselor.

HLP apprenticeships are available in private firms, government agencies, nonprofit organizations, companies, and judicial chambers. HLP staff members will work with students to develop career search strategies.

Membership in the Honors Lawyering Program authorizes the HLP staff to view copies of grade reports and transcripts for HLP apprenticeship placement purposes. HLP staff can supply students with unofficial transcripts for use in applying for apprenticeships.

ALL placements must be approved by the HLP administrative director. When students secure a placement, they must complete and submit the HLP Apprenticeship Placement form available from HLP staff members and on GGU Online.

The HLP staff members are responsible for conducting outreach to potential placements on an ongoing basis. While much of that outreach will be in the Bay Area, outreach will also be conducted in other areas as requested by a student or the Program.

4. Funding Options

There are four main funding options for HLP fall apprenticeships:

a. Wage/Salary/Stipend

The placement pays the student directly. This arrangement is between the student and the placement, although HLP staff members are available to counsel students and/or talk with supervising attorneys about salary ranges. Currently, the range is about \$15-\$25/hour.

b. Federal Work-Study

Students must be enrolled in a minimum of three units during the semester/summer for which they seek work-study funding. For further information, refer to the “Financial Aid” section of this handbook.

c. Public Interest Work-Study (PIWS)

Refer to the Financial Aid Section of this Handbook. Note that PIWS is available to students in the non-HLP J.D. program only during the summer, and to HLP students only during the summer or fall. Students must be enrolled in a minimum of three units during the semester/summer for which they seek work-study funding.

d. HLP Stipend

An HLP Stipend may be awarded once a student has secured a placement if the employer cannot pay. The Financial Aid Office will verify that there is unmet financial need and that the student is not eligible for work-study. This is a funding source ‘of last resort’. Details and applications are available from the HLP administrative director starting in June.

A student may volunteer his or her time at a placement.

Both work-study programs and the HLP Stipend program are subject to the amount of funding available each year. Students are encouraged to find paid placements, particularly for their second apprenticeship.

5. Fall Courses

Students may take up to 5 units of coursework, excluding clinic units, during the fall semester while they are working at a full-time apprenticeship. Students may not enroll in clinic units while they are working at a full-time apprenticeship. With the approval of the HLP academic director and the HLP administrative director, students may seek permission to enroll in up to six units, so long as they are not enrolled in more than two classroom courses. Students engaged in a full-time apprenticeship may never enroll in more than six units. Students must take at least 3 units during the fall to be considered part-time for financial aid purposes.

Students who identify a 2-unit class and require a 3rd unit to meet the 3-unit minimum may enroll in HLP Selected Legal Problems for 1 unit. The requirements for this course are as follows:

- a. The student needs three course credits to satisfy the financial aid requirements during their apprenticeship semester.
- b. One of the Honors faculty will serve as the student's faculty mentor on the project.
- c. The written assignment(s) will normally be related to, or flow from, the student's apprenticeship. The assignment(s) must be at least 10 pages in length per credit.
- d. Based on the agreement between the faculty member and the student, the research and writing assignment(s) can either be in the traditional seminar paper format, or may be based more on the clinical/experiential focus of the student's apprenticeship. This latter type paper can include analysis of a legal or social institution related to the student's apprenticeship; an experiential paper exploring the development of lawyering skills in the apprenticeship context; a paper involving the analysis of ethical considerations observed in, or related to, the apprenticeship; or a similar paper designed by the faculty mentor and the student.
- e. While the arrangement is made between the student and the Honors faculty member, the associate dean for student services must sign off on the arrangement before the student can register for the course.

6. Monitoring

Students must participate in at least one in-person check-in session with HLP faculty and staff during their apprenticeships. The date, time, and location of the sessions will be announced at the beginning of the fall semester.

HLP staff checks in with the supervising attorneys by telephone at least once during the semester. Site visits may be made from time-to-time by the HLP staff and will be made when requested by a student or employer.

Students who identify a problem at their placement should discuss it with their supervising attorney as early as possible. If that is not possible, or if the problem persists, students should contact the HLP administrative director promptly.

E. FIRST-YEAR EVENTS

First-year HLP students are required to attend periodic events held throughout their first year of law school. These events are designed to orient students to the HLP program, their HLP colleagues, and HLP staff and faculty. Students will be informed of the events by e-mail and should contact the HLP administrative director if they are unable to attend the events.

F. ACADEMIC STANDARDS

HLP students are required to maintain a cumulative GPA of 2.5 in Honors and bar courses in order to remain in the program. If a student's GPA falls between 2.4 and 2.5, the student may petition the HLP Implementation Committee to remain in the program. The decision to allow or not allow the student to remain in the program is at the Committee's discretion and conditions may be placed on a student's continuation in the program. However, any student who does not take a prerequisite for an HLP summer course prior to the summer session will not be eligible to continue in the program. (For example, a first year student who does not take Constitutional Law I in their first year will not be able to continue in HLP because Constitutional Law I is a prerequisite for Constitutional Law II, which is part of the HLP summer session.)

Students who are disqualified after the spring semester will be allowed to remain in the summer HLP classes, but will not be allowed to do an HLP apprenticeship in the fall. The HLP administrative director will assist students with this transition. Disqualified students are strongly encouraged, though not required, to take a break or to go part-time during the fall semester.

G. GRADING

Courses composed of 60% or more of HLP students, including the HLP summer classes, are not subject to the mandatory grading curve. HLP required courses that are graded on a credit/no credit basis are not counted toward the student's credit/no credit 9-unit limitation.

In order to be eligible for Dean's List for a particular term, a student must enroll in a minimum of eight units, six of them letter graded.

H. CERTIFICATE PROGRAMS

HLP students may earn any of the specialization certificates offered at GGU. See the “Special Programs” section of this handbook. Students should consult with the certificate advisor and the associate dean for student services for assistance in planning their academic schedules.

I. TRANSCRIPTS

All students who have been admitted to the Honors Lawyering Program and have completed courses in the HLP summer session will receive a notation on their transcript stating, “Admitted to the Honors Lawyering Program.” In addition to confirming participation in the program, this notation helps to explain certain courses such as “HLP Skills Lab” and “HLP Remedies.” Students who withdraw from HLP prior to completion of the first summer do not have any reference to HLP noted on their transcripts.

J. FINANCIAL AID

HLP students are on a different financial aid schedule than other students and should work closely with their financial aid counselor to ensure that they are packaged correctly for each semester. The HLP staff and faculty will not give out any official financial aid information.

HLP students pay the same tuition and are entitled to the same scholarship opportunities as non-HLP J.D. students.

HLP students who enter law school with a Merit Scholarship will continue to receive the scholarship for their participation in the first HLP summer. Continuing HLP Merit Scholarship recipients who choose to attend school part time during two or three of their final semesters will be given the full dollar amount as specified in the scholarship renewal letter, regardless of when they take their units. For example, if a student takes 8 units in the summer, 8 units in the fall, and 12 units in the spring and he or she has a \$10,000 award, the student is still entitled to the full \$10,000. The student will work with their financial aid counselor to determine the appropriate allocation method—\$5,000/\$5,000 or \$2,500/\$2,500/\$5,000. Students are encouraged to meet with the associate dean for student services for assistance with planning their schedule, followed by a meeting with their financial aid counselor to work out the scholarship allocation.

HLP recipients of special scholarships will receive those funds split between two semesters. Students should contact their financial aid counselor regarding the timing of the allocation.

K. GRADUATION

A Graduation Reception is held in late spring for HLP graduates and families. Graduates will receive a Certificate of Recognition from the Law School dean. HLP students receive a notation in the law school Graduation Program indicating that they are graduates of the Honors Lawyering Program.

Graduating HLP students have the opportunity to vote for one of their classmates as the student who best embodies and represents the spirit of the program. Nomination forms are distributed in April and the “Outstanding Honors Lawyering Program Student” award is presented at the Graduation Dinner organized by the Law School Alumni Relations Office.

ADMINISTRATIVE RULES & PROCEDURES

A. OFFICIAL TRANSCRIPTS FROM UNDERGRADUATE INSTITUTION

Every new J.D. student must ensure that an official transcript from his/her undergraduate degree granting institution is on file with the Law School Registrar's Office. Students will be notified shortly into the term if a transcript has not been received. **J.D. students who do not have a transcript showing completion of a Bachelor's degree on file will not be permitted to register for a second term until the School of Law receives the transcript.** Unofficial transcripts from LSDAS/LSAT will not suffice.

LL.M. students should refer to LL.M. program bulletins for transcript requirements.

B. STUDENT RECORDS

1. Privacy of Student Records - FERPA

The Law School Registrar's Office maintains records relating to Law School students for various academic purposes. The right to inspect these records is in accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended.

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

- a. **The right to inspect and review the student's education records within 45 days of the day the university receives a request for access.** Students should submit to the registrar a written request identifying the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where they may inspect records. If they cannot come to the San Francisco Campus, the Office of the Registrar will make copies for 25¢ per page. Students are not permitted to inspect and review records that contain information on more than one student, contain the financial records of their parents, or certain confidential letters and statements of recommendation regarding admission.
- b. **The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.** If a student believes a record is inaccurate or misleading, he or she should request that the university amend the record by writing to the Law School registrar, clearly identifying the part of the record the student wants changed, and specifying why it is inaccurate or misleading. If the registrar decides not to amend the record as requested, the university will notify the student of the decision and will advise the student of his or her right to a hearing regarding the request for amendment. Additional information about the hearing procedures will be provided

when the university notifies the student of their right to a hearing. If after the hearing, the university decides not to amend the records, the student may insert a statement in their record stating what they believe is inaccurate or misleading about the records.

- c. **The right to refuse to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the university in an administrative, supervisory, academic, or support staff position; a person serving on the Board of Trustees; a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); or a student serving on a committee, such as a disciplinary or grievance committee, or assisting a school official in performing his or her tasks. A school official has legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Another exception is to comply with a judicial order or a subpoena by a law enforcement agency that contains an order not to disclose the request for information to the student. Requests to the registrar to disclose personally identifiable information must be made in writing.
- d. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.** The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, DC 20202-4605.

2. **Directory Information**

FERPA permits schools to release what is termed "directory information," without written authorization provided that the student (or former student) has not specifically asked the school to refrain from releasing such information. Any student who wishes to restrict the release of directory information must file a signed request with the Law School Registrar's Office. The School of Law considers the following to be directory information:

- a. Name;
- b. Major field of study, anticipated degree;
- c. Enrollment status (e.g. full-time, part-time);
- d. Dates of attendance, degrees and awards received

"Directory Information" never includes:

- a. Social Security Number or GGU Student ID number;
- b. Race, Ethnicity, Nationality, Gender;
- c. Grades or Grade Point Average (GPA)

3. Copies of Student Files

Student records are the property of the School of Law, and may not be photocopied except with the registrar's permission. If necessary and by a student's written request, the registrar will photocopy the documents from that student's file for a charge of 25¢ per page. Letters of Recommendation and transcripts received from other schools will not be copied except when required under FERPA in circumstances when not providing copies would constitute denying access.

C. SELECTION OF COURSES AND REGISTRATION

For current information on course selection and registration procedures (including the course schedule for the upcoming semester), students should refer to the Course Schedule, available from the Law School Registrar's Office or on GGU4YOU, around the middle of the prior semester. These materials contain current information about the academic calendar, tuition and fees, deadlines, and late fees.

Course descriptions and course scheduling guidelines can be found on GGU4YOU and in the "Course Catalog" section of this handbook.

Students are encouraged to visit the School of Law course schedule index page (www.ggu.edu/law/schedules) and GGU4YOU for the most current course and scheduling information. A complete list of changes and corrections is available on the schedule index page, by clicking on the applicable term, then on "Changes & Corrections" under the School of Law heading. The changes and corrections are also posted electronically on *GGU Online* in the "Registrar" folder located in the "Law School" conference, or on the Message Board on the Records/Registration screen of the Law School website.

D. PAYMENT OF TUITION, TUITION CREDITS, AND REFUNDS

1. General Policies

a. Obligation for Payment

Registration constitutes a financial contract between a student and the university. Students are responsible for paying all registration charges by the due dates for the payment option they select, or their registration may be canceled. Failure to attend class meetings, participate in a course, or oral notification is not considered official withdrawal from a course.

A student's right to university services and benefits is contingent upon that student making all payments as agreed upon. If payments are owed to the university, the university has the right to withhold grades, transcripts, diplomas, scholastic certificates, and degrees; and to impound final exams. If a student fails to maintain good financial standing with the university, that student will be denied participation in any deferred payment plans and/or some forms of financial aid.

b. Prior Balances

Prior to registering for a new term, students are required to pay any outstanding balances from preceding terms. Students who have not paid an outstanding balance or made payment arrangements satisfactory to the university will not be allowed to register. If a student registers, but it is later determined that they have not met their payment obligations for a prior term, **that student's registration for the next term may be canceled.**

c. Time of Payment

In order to complete registration, a student must either pay all tuition and fees within 5 days of the start of the term (or at the time of registration, if registering after the start of the term), or make other financial arrangements with Golden Gate University. The university accepts payment in cash, personal check, travelers cheques, credit cards (MasterCard/Visa/American Express), and wire transfers. In addition, the university offers the payment plans listed below. Some plans require verification of eligibility prior to registration.

d. Returned Checks

If a student's bank returns the student's check, that payment will not have been considered made. If a student's check is returned for any reason (*e.g.*, because of insufficient funds, stop payment order, *etc*), the university will charge a fee to that student's account.

2. Financial Aid Recipients

Students who receive financial aid (i.e. scholarships or loans), and whose aid has been approved, will have their tuition and fees deducted from their approved aid upon registration. To be eligible for financial aid, a student must have completed the following steps prior to registration:

- a. Submit a Financial Aid Application
- b. Supply additional documents requested by the Admissions and Financial Aid Office
- c. Sign and return award letter
- d. Apply for loans

A student who is either not receiving financial aid, whose aid is insufficient to pay all charges, or who applied for aid too late to be approved prior to registration, must pay his or her balance in full or pay in accordance with one of the payment plans described below.

A student whose financial aid is disapproved or canceled for any reason will have their account balance due and payable immediately according to the "Time of Payment" policies (item c) above.

Students who have a scholarship, such as the merit scholarships awarded by the LL.M (Tax) Program or graduation units scholarship, which they want to have applied to the current term charges, must contact the Financial Aid Office to have

the scholarship processed. Students should take any relevant scholarship documentation to the Financial Aid Office. If the award is not used completely in one term, this process must be repeated in each term in which any portion would be applied. If the Financial Aid Office has a copy of the scholarship letter on file, the student can e-mail lawfao@ggu.edu, notifying their counselor of their intent to use the scholarship that term.

3. Installment Payment Plan

The university offers an installment payment plan through Tuition Management Systems (a payment plan management provider) to students in good financial standing. Students may elect to have funds automatically debited from their checking accounts or from their credit cards. In order to participate in this plan, students must sign up with Tuition Management Systems (TMS) and pay a \$50 non-refundable processing fee each term. Students may sign up on the TMS website www.afford.com, by calling 1-800-722-4867, or by visiting the university's Office of Student Accounting Services.

a. Installments

All applicable university registration fees must be paid directly to the university. The remaining tuition balance is due in two to five equal installments over the course of the term, depending upon the length of the term. Students may select the number of payments and when the first payment is due, within certain parameters. Installment payments are due to TMS on the first of each month. In all cases, the final payment is due on December 1st for the fall term, May 1st for the spring term, and August 1st for the summer term.

b. Payments

TMS will send a payment statement to each TMS enrolled student. Payments can be made by mailing a check to Tuition Management Systems, Payment Processing Center, P.O. Box 0169, Cincinnati, OH 45274-0169, by calling TMS at 1-800-722-4867, or via their website at www.afford.com. All checks and money orders must have a student's account number written on the check. TMS will assess a late payment fee of \$30 per occurrence to any student who makes a late payment. The university will assess delinquent accounts a 1.5% finance charge per month beginning 30 days after the final due date for the term. International students are not eligible for the installment payment plan in their first term at the university.

4. Corporate Reimbursement Plan

The university offers a corporate reimbursement plan through Tuition Management Systems (payment plan management provider) to students whose employer offers a tuition reimbursement program. In order to be eligible for this plan, the student's employer must agree, prior to registration, to pay for the student's tuition and/or fees for the term. An authorization form, available from the Golden Gate University Office of Student Accounting Services, must be completed each term and submitted along with the business card of the authorizing officer to the Office of Student Accounting Services. In addition, a

student who wishes to participate in this plan must sign up with Tuition Management Systems (TMS) and pay a \$100 non-refundable processing fee. Students can sign up with TMS on their website *www.afford.com*, by calling 1-800-722-4867, or by visiting the university's Office of Student Accounting Services.

a. Payments and Payment Due Dates

The payment due dates are February 5th for the fall term, July 5th for the spring term, and October 5th for the summer term. TMS will mail an invoice 30 days following the end of the term, with payment due within 15 days. Payments can be made by mailing a check to Tuition Management Systems, Payment Processing Center, P.O. Box 0169, Cincinnati, OH 45274-0169, by calling TMS at 1-800-722-4867, or via their website at *www.afford.com*. All checks and money orders mailed to TMS must have the student's account number written on the check.

b. Student's Responsibility

The university is not responsible for billing a student's employer. If for any reason, a student's employer fails to reimburse the student, that student remains responsible for payment of the full amount of tuition and fees. TMS will assess a late payment fee of \$30 to a student's account if that account is not paid by the due date. The university will assess delinquent accounts a 1.5% finance charge per month beginning 30 days after the due date for the term.

5. Corporate/Agency Direct Billing Plan

The university offers a corporate/agency direct billing plan through the Office of Student Accounting Services to students whose employer agrees to pay their tuition and/or fees up front, without grade or course completion limitations. The university will bill an employer directly for all authorized costs, and the payment will be due 30 days after billing.

a. Eligibility

To be eligible for this plan, a student must be in good financial standing with the university and submit a completed Corporate/Agency Direct Billing Form available from the Office of Student Accounting Services. In order for a student to be eligible for this plan, this form must be submitted and approved prior to registration.

b. Student's Responsibility

If a student's employer/agency authorizes less than 100% payment of registration charges, the student will be required to utilize one of the university's other payment plans for the portion of the total charges that are not covered. If for any reason the student's employer/agency fails to pay the university, the student is responsible for payment of the full amount of the tuition and fees. The university will assess delinquent accounts with a late payment fee of \$30 and a 1.5% finance charge per month beginning 30 days after the due date.

Questions about Corporate/Agency Direct Billing should be directed to Student Accounting Services at 415-442-7839 or sas@ggu.edu.

6. Withdrawal and Tuition Credit

A first-year J.D. student may withdraw from first-year courses only with approval of the associate dean for law student services. An upper division J.D. student may withdraw from upper division courses for any reason until the day of the last class meeting for the term or the last day of instruction for the term for courses that do not have class meetings. If a student wishes to withdraw from a course after instruction has ended, he or she must obtain the approval of the associate dean for law student services or the graduate program director.

Withdrawal from a course (commonly known as “dropping”) is official once the Law School registrar has been notified. Notification may be made electronically by dropping a course online via GGU4YOU or in writing. Written notifications may be delivered in person, by standard mail, by fax, or by electronic mail. The electronic mail must originate from the student’s e-mail address on record with the Law School Registrar’s Office. The date the written notice is received will be the official date of withdrawal. Oral notification is insufficient.

a. Regular Courses

Regular courses are those that generally meet for the entire length of the term or for four or more weeks. Tuition will be credited as shown below.

Tuition Refunded

Official withdrawal prior to the start of instruction.....	100%
Official withdrawal during 1st or 2nd week of instruction.....	100%
Official withdrawal during 3rd or subsequent week of instructio.....	None

b. Intensive Courses

Intensive courses are those that are shorter than four weeks in length and generally meet more than once a week. Tuition will be credited as shown below.

Tuition Refunded

Official withdrawal prior to the first class meeting.....	100%
Official withdrawal after the 1st or 2nd class meeting.....	100%
Official withdrawal after the 3rd class meeting.....	None

c. Withdrawal Grades

“Classroom” courses that are dropped after the date of the last class meeting, or “non-classroom” courses that are dropped after the “Last Day of Instruction” for the term (as indicated in the Academic Calendar) will be marked with a “W” (Withdrew) and will appear on students’ transcripts. “W” grades do not affect GPA calculations. Courses that are dropped prior to these deadlines will not appear on students’ transcript.

Exam graded courses may be dropped until the day before the exam, and non-exam graded courses may be dropped until the last day of the examination period for the term. Courses that are not dropped by these deadlines and that are not completed (or approved for an incomplete grade) will be marked with a “WF” for (Withdrew Failing) or “NC” (No Credit) if the course is not letter-graded. “WF” grades count as “F” grades in GPA calculations. “NC” grades do not affect the GPA calculations.

d. **Tuition Adjustments for First-Year J.D. Students**

First-year students who are subject to academic disqualification may withdraw from the Law School during their first semester and will be charged either the amount of their acceptance deposit or the percentage of tuition shown in the above schedule, whichever is greater. First-year J.D. students must obtain the approval of the associate dean for law student services to withdraw from any courses.

The School of Law allows first-year J.D. students who are concerned about their performance on fall exams to withdraw from the subsequent spring courses without financial penalty. Funds for tuition and fees are restored to the payer (*i.e.*, to the bank or institution that provided the financial aid or to the student). **This option is available for a limited time after all first-year fall grades are released.** Only first-year students who will be subject to academic disqualification if they do not withdraw may use this option. Students who feel they may want to exercise this option should consult the associate dean for law student services once they have received all of their fall grades.

e. **Financial Petitions**

Students who are confronted with unexpected circumstances that require them to withdraw from some or all courses, may petition the Law School to credit a portion of their tuition charges. Students must submit a petition in writing to the Law School financial petitions committee. Petition forms with additional instructions are available at the Law School Registrar’s Office, or online in the Index of Forms on GGU4YOU, and should be submitted to the Law School Registrar’s Office. The petition should explain in detail the circumstances and the correlation between these circumstances and the student’s need to withdraw from the course(s), and what actions the student has taken to resolve or prevent such circumstances from occurring in subsequent terms. In addition, the student must provide any relevant third-party documentation. The university will not approve any petition that is undocumented or is based on pre-existing conditions.

The Law School financial petitions committee will respond to all petitions in writing. Students should allow a minimum of 30 working days to hear from the Law School financial petitions committee. If a petition is approved and any adjustments result in a credit balance on the student’s account, the university will apply the credit balance toward future tuition charges within the next twelve-month period. In no case will credit balances resulting from financial petitions be refunded to a student.

All disputes concerning student accounts should be submitted in writing to:
Student Accounting Services, Golden Gate University, 536 Mission Street, San Francisco, CA 94105-2968. The university will respond within 30 working days of receipt of the student's letter.

E. TRANSFER BETWEEN J.D. ACADEMIC PROGRAMS

J.D. students are enrolled in the full-time day program, the part-time evening/night program, or the part-time day program. Generally, students who enroll in August may transfer from one program to another after the end of their first year. Students who enroll in January may transfer between programs at the end of their first semester. Normally, students may transfer between programs only once during their law school careers. Students who wish to request a transfer between programs should meet with the associate dean for law student services. The associate dean may impose reasonable conditions on the transfer.

F. ENROLLMENT IN COURSES OFFERED IN ANOTHER PROGRAM

J.D. students are expected to take courses in their chosen academic program-day or night. However, if a student chooses to take a course outside of his or her program, night students will have priority for nighttime courses and day students will have priority for daytime courses.

G. ENROLLMENT IN SUMMER SCHOOL

Optional summer school courses are offered at night to permit students to work during the summers. Except for students in the Honors Lawyering Program, students are limited to a maximum of 8 units for each summer session. Students who enroll for summer school at another ABA law school (see the section below) are limited to 6 units.

H. ENROLLMENT IN COURSES AT OTHER ABA-APPROVED LAW SCHOOLS

1. Transfer of Units from Consortium Schools

Under a cooperative arrangement entered into by Golden Gate University, University of San Francisco, Santa Clara University, University of California at Berkeley (which includes Boalt Hall and Hastings), and University of California at Davis, Golden Gate University students who have advance approval for transfer of units may enroll in one course per semester at another consortium school. A maximum number of 6 units may be taken through the consortium. The following rules apply:

- a. Students taking consortium courses pay tuition at their home school. Golden Gate University students pay for consortium courses at Golden Gate University. Special registration forms are available from the Law School Registrar's Office.

- b. Generally, host schools will accept cross-registration from consortium students beginning with the first day of their late registration periods. Students should contact host schools concerning registration periods and any other limitations or special requirements.

2. Transfer of Units from Non-Consortium Schools

A J.D. student may transfer a maximum of 6 units for courses taken at other ABA-approved law schools into Golden Gate University. These 6 units are in addition to **the 6 units a student may take at another Bay Area law school through the consortium**. An LL.M. student may transfer a maximum of 6 units for courses taken at other ABA-approved law schools into Golden Gate University. The units included units a student may take at another Bay Area law school through the consortium. For information about specific courses from other law schools, students should contact that particular law school.

3. Procedures for Transferring Units

- a. Prior to registering for courses at another law school, a student must submit the appropriate form for their degree program to transfer units into Golden Gate University, along with a course description, to the associate dean for law student services or LL.M. program director. A request to take a course at another law school will be denied if:
 - 1. The course is required for that student's degree program at Golden Gate University, or
 - 2. The course is an elective course offered at Golden Gate University that same semester, or
 - 3. The course is not a law school course
- b. All courses taken at other schools must be taken for a grade. A grade equivalent to a "C" or better, as determined by the registrar at Golden Gate, will be recorded as Credit, and the units will be accepted by Golden Gate University to count toward the units required for graduation. Grades equivalent to a "C-" or "D," will transfer back as a letter grade, with those units counting toward graduation and that grade will be calculated into the student's GPA. Grades of "F" will be recorded as "NC" (No Credit) and the units will **not** count toward graduation. Credit and No Credit grades are not included in GPA calculations.
- c. **Students must ensure that the outside institution(s) send official transcripts of all courses taken for transfer credit directly to the Golden Gate University School of Law Registrar's Office.** Failure to provide an official transcript may delay graduation and/or certification for a bar exam.

4. Students Transferring to Golden Gate University

When a student from another law school is admitted to Golden Gate University School of Law as a transfer student, the associate dean for law student services will determine the courses and number of units for which the transferring student will be given credit, up to a maximum of 29 units.

LL.M. students should consult with their program director for that program's transfer policy.

I. VISITING AWAY

In those rare instances where personal exigencies require a student to relocate during his or her law school career, the student should discuss with the associate dean for law student services the possibility of visiting away as early as possible to allow for appropriate planning. The associate dean has the discretion to grant or deny all requests to visit away and to impose conditions. Students who visit away must follow all procedures described in the section above to transfer units from another ABA-approved law school.

Students who choose to visit away for non-emergency personal or professional reasons must make arrangements to complete all required courses at Golden Gate University. If a student's time away from Golden Gate University necessitates that they take required courses in other than their normal sequence or semester, a waiver must be obtained from the associate dean for law student services.

In rare cases where a student is required to visit away due to circumstances beyond his or her control, and with insufficient time to complete all Golden Gate University required courses, the associate dean for law student services may grant permission to take required courses while visiting away. Only students in good academic standing will be given such permission. Students must complete all courses required for a J.D. degree. Required courses will not be waived because a student does not plan to take the California Bar Exam.

With approval, students may qualify for financial aid from Golden Gate University to help pay the costs of courses taken at another law school. This requires a Financial Aid Consortium Agreement approved by both institutions. Students should contact the Financial Aid Office well in advance to arrange such financial aid. The procedures that students must follow are summarized below:

1. Students must bring a copy of the appropriate transfer of units form signed by the associate dean for law student services or LL.M. program director to the Admissions and Financial Aid Office, along with a copy of the acceptance letter from the law school the student plans to attend. The office will prepare a Financial Aid Consortium Agreement reflecting the courses for which the student has obtained advance permission. The number of units taken must be listed. A financial aid counselor then signs the agreement.

2. The agreement, fully executed by Golden Gate University, is forwarded to the Financial Aid Office of the law school the student will be visiting. The visiting school's Financial Aid Office must sign the agreement and return it to the Golden Gate University School of Law Admissions and Financial Aid Office.
3. The student registers for the course "Consortium/Visiting Away" at Golden Gate University for the number of units they will be taking at the other law school.
4. Financial aid checks will initially be disbursed to the Golden Gate University Admissions and Financial Aid Office. If a signed Financial Aid Consortium Agreement is in the student's file, the office will forward the checks to the visiting school for disbursement. Visiting schools may have additional procedures and requirements. Visiting away students should discuss with the visiting school's Financial Aid Office their procedure for disbursing financial aid checks and the approximate timeline. **It is the student's responsibility to know and follow the procedures for both Golden Gate University School of Law and the visiting school when obtaining aid under a Financial Aid Consortium Agreement.**

J. POLICY ON CONTINUOUS STUDY

A J.D. student admitted to the School of Law is expected to pursue, without interruption, the complete course of study leading to the degree of Doctor of Jurisprudence. If a student, for good reason, is unable to complete a semester's work or is unable to return for the next regular semester, he or she must submit a request for a leave of absence to the associate dean for law student services. Except in extraordinary circumstances, only one leave of absence is permitted during a student's J.D. career at Golden Gate University.

In addition, J.D., LL.M. and S.J.D. students on F-1 or J-1 student visas are subject to Department of Homeland Security rules that require continuous attendance. Visa holding students must seek academic advising and the approval of the Law School designated school official (DSO) if, for any reason, they will not attend during a regular fall or spring semester. Visa holding students are not required to attend law school during summer session, though they are permitted to do so. Failure to receive prior approval for non-enrollment can cause a student to fall out of status and be subject to deportation. More information can be found in the "International Students" section of this handbook and from a Law School DSO.

K. LEAVES OF ABSENCE

The following rules apply to all leaves of absence for J.D. students. LL.M. students are not required to be continuously enrolled.

1. Students must complete a Request for Change of Enrollment Status Form available at the Law School Registrar's Office and submit it to the associate dean for law student services for approval. (Completion of the form requires consulting with the Admissions and Financial Aid Office and Student Accounting Services.) Students must meet with the associate dean for law student services to discuss the reasons for their leave and any conditions or limitations imposed by the associate dean. The student must file the request in a timely manner.

2. Students who wish to be considered for a leave of absence must be in good standing and be making satisfactory academic progress.
3. A leave of absence will not be granted for a period longer than one academic year, except in extraordinary circumstances.
4. A student who receives permission to take a leave of absence in the middle of a term, must complete the appropriate paperwork concerning the courses in which he or she is enrolled, in addition to completing the Request for Change of Enrollment Status Form. For each course, the student must (1) complete the course requirements and earn credit or a grade or (2) drop the course or (3) request an Incomplete grade. The associate dean for law student services determines what options are available for which courses depending on the student's individual circumstances and the nature of each course and its place in the J.D. curriculum. Students must follow the procedures described in the sections below to drop the course or to take an Incomplete grade.
5. Students wish to return to the School of Law before the expiration of a leave of absence must comply with the appropriate notice deadlines listed in the subsection below.
6. In order to extend a leave of absence, a student must petition the associate dean for law student services for an extension **before** the expiration of the original leave. The petition must be in writing. A leave of absence will be extended only under extraordinary circumstances, and in no case will a leave be extended for more than one additional academic year.
7. When a student returns from a leave of absence, he or she must submit the Notice of Intent to Return from Leave Form to the associate dean for law student services by the following deadlines:

Term Student Intends to	Deadline to submit
<u>Return from Leave</u>	<u>Notice of Intent to</u>
<u>Return from Leave Form</u>	
Fall Semester.....	June 1
Spring Semester.....	October 1
Summer Session.....	March 1

Students who fail to provide timely written notice or to request an extension of a leave before the original leave expires may be denied permission to return to Golden Gate University. The associate dean for law student services may also require documentation to show that the conditions requiring the leave (medical or otherwise) have been resolved.

8. A student who takes a leave of absence and decides not to return to Golden Gate University must complete another Request for Change of Enrollment Status Form to officially withdraw from law school.

L. WITHDRAWAL

1. Students who Voluntarily Withdraw

A student who decides not to return to Golden Gate University for any reason must:

- a. Complete a Request for Change of Enrollment Status Form and submit it to the registrar; and
- b. Conduct an exit interview with the School of Law Admissions and Financial Aid Office.

2. Students Deemed to have Withdrawn

A student who does not obtain a written and approved leave of absence will be deemed to have withdrawn from the Law School if he or she does any of the following:

- a. Withdraws from all courses during any semester; or,
- b. Fails to enroll in the next succeeding fall or spring semester; or,
- c. Fails to return within the time specified in his or her leave of absence.

3. Effect of Withdrawal from the School of Law

A student who voluntarily withdraws or is deemed to have withdrawn from the School of Law may not return to Golden Gate University without being readmitted under the normal application procedure. Students who withdraw might not be readmitted. If a student who has withdrawn applies again later and is readmitted, no credit is given for coursework completed before the student withdrew.

M. FULFILLING COURSE REQUIREMENTS

It is the policy of the School of Law that students shall complete all course requirements in a timely fashion. Except as provided below, each student enrolled in a course for which there is a final examination is required to take the examination at the time it is scheduled. If the course requirements include a paper, a series of papers, or reports, each student is required to submit the paper or papers at the time(s) specified by the instructor.

1. Withdrawal from Courses

A first-year J.D. student may withdraw from first-year courses only with approval of the associate dean for law student services. A student may withdraw from upper division courses for any reason by submitting an Add/Drop Form to the Law School Registrar's Office up to the last day of instruction for the term. Students who wish to drop a course after the last day of instruction must obtain the approval of the associate dean for law student services or their LL.M. program director prior to submitting the Add/Drop Form.

Withdrawal from a course (commonly known as "dropping") is official once the registrar has been notified. Notification must be in writing and may be delivered in person, by standard mail, by fax, or by electronic mail from the email address on record with the Law School Registrar's Office. The date the written notice is received will be the official date of withdrawal. Oral notification is not sufficient.

Courses that are dropped after the published last day of instruction for the term will be marked with a “W” (Withdrawn) and will appear on a student’s transcripts. Courses with a “W” grade will not affect a GPA for the term or a cumulative GPA.

Dropping may result in financial implications, such as the forfeiture of some or all tuition. For information on tuition credits for withdrawals, see the section above.

2. Adding Courses After Registration

First-year J.D. students may not add courses to the assigned curriculum without permission of the associate dean for law student services.

Upper-division and LL.M. students may add courses up until the published last day to add courses without instructor’s approval. After this date, upper-division and LL.M. students may add a course with the written permission of the instructor.

3. Incomplete Grades

Where unusual circumstances arise that prevent a student from fulfilling the requirements of a course in a timely fashion and failure to grant relief would create hardship, a student may petition for an incomplete grade. The following rules apply:

- a. Incomplete grades are granted only under compelling circumstances, which must be documented and submitted with the petition.
- b. A J.D. student wishing to receive an incomplete grade must obtain the written consent of the associate dean for law student services. An LL.M. student wishing to receive an incomplete grade must obtain the written consent of the appropriate LL.M. program director. For courses requiring a paper or papers, the instructor’s consent is also required.
- c. Petitions for an incomplete grade must be made by the date of the last class meeting of the course for courses that have class meetings, or by the last day of instruction for the term for courses that do not have class meetings, such as independent study courses. Failure to request an incomplete grade by the appropriate date will result in an automatic waiver of a student’s right to request an incomplete grade.
- d. The associate dean for law student services or LL.M. program director may consult with the instructor of the course and will inform the student if a decision is made to deny his or her petition for an incomplete grade.
- e. For “classroom” courses, if the petition for an incomplete grade is approved, a student will be allowed to attend the class meetings for another section of the course within the next academic year at no additional charge on a space-available basis. The student may not be allowed to attend the section of his or her choice if it is already full. To complete an incomplete course, the student should not re-register for the course, but should instead submit a Notification of Intent to Complete Course Form to the Law School Registrar’s Office.

- f. For courses first attempted in the fall 2003 semester or thereafter, the following policy will apply: Once the Notification of Intent to Complete Course Form is received, the incomplete grade for the original attempt will be changed to a “W” (Withdrew) and the student will be added to the course section he or she is attending. When the instructor reports a final grade, it will be recorded for the term the student completed the course.
- g. Once an incomplete grade has been approved, a student may not withdraw from the course. However, if a request for an incomplete grade is denied, the student has the right to withdraw from the course up to the last business day before the exam or up to the last business day of exam period if the course has no final exam. The withdrawal will be subject to normal tuition forfeiture policies.

4. Incomplete Grade Completion Deadline

The following deadlines apply:

- a. **Courses with a Final Exam**

For an incomplete grade in a course with a final examination, the student must make up the grade within one academic year of the end of the course. For example, if a student received an incomplete grade for a course originally attempted in the fall semester, they must make it up by the last day of the exam period of the following fall semester.

- b. **Courses with a Final Paper**

For an incomplete grade in a course requiring a paper or papers, the instructor may set an earlier deadline. At the very latest, the work must be completed within one academic year of the end of the original course.

All incomplete courses must be completed by the deadline set out above. If a student fails to complete an incomplete course in a timely manner, the incomplete grade automatically becomes a grade of “W” (Withdrew). The deadline to complete an incomplete course will be extended if a student is unable to complete it because the School of Law does not offer the course or there is not space available in a course section prior to the makeup deadline.

If any outstanding incomplete courses remain at the end of the term in which a student intends to graduate, the courses must be completed by the deadlines indicated below or the graduation will be postponed until the term in which the last incomplete course is completed. The final deadline for completing an incomplete course before the grade is changed to “W” (Withdrew) is not altered by these deadlines.

<u>Term</u>	<u>Deadline to complete incomplete courses in order to graduate</u>
Fall.....	January 31
Spring.....	June 30
Summer.....	September 15

5. Permission to Submit Papers Late

All papers, series of papers, or assignments must be completed and submitted at the time specified by the instructor, which shall be no later than the first day of the examination period in the semester in which the student is to receive credit. A student physically incapable of completing an assignment on time by reason of serious illness or other compelling cause beyond the student's control must, **before the assignment is due**, contact the instructor and the associate dean for law student services or LL.M. program director for approval of an extension or an incomplete grade.

6. Failure to Withdraw, Petition for an Incomplete Grade, or Reschedule an Exam or Paper in Advance

A student who does not sit for an exam or who fails to turn in a paper on time without first having officially dropped the course, petitioned for an incomplete, or rescheduled the exam or obtained permission to submit the paper late, may receive a "WF" (or "NC" for Credit/No Credit graded courses) on the exam or paper and for the course. For more information, see the "Examination Procedures" section of this handbook.

N. EXAMINATION PROCEDURES

The Law School strives to create an environment that will prepare students to sit for a bar examination.

1. Standards of Conduct

Every student is required to act with honesty and integrity in regard to all academic matters in the Law School. At a minimum, this means that a student shall not give, accept, or utilize any assistance in examinations or written work that has not been specifically authorized by the instructor for the particular course and **shall not attempt to contact a professor or in any other way influence grading between the time an exam is given and the final grades are posted**. For more information, see the "Standards of Student Conduct" section of this handbook.

2. Failure to Take Exams

A student who fails to take an exam without contacting the associate dean for law student services or their LL.M. program director in advance may receive a "WF" in that course. A student who decides not to take some or all exams and chooses to withdraw from the Law School should contact the associate dean for law student services or their LL.M. program director immediately. Completion of the appropriate paperwork in a timely manner will keep a "WF" grade from appearing on a student's law school transcript. For more information regarding dropping courses, see the "Administrative Rules & Procedures" section of this handbook.

3. Exam Accommodations for Students with Disabilities

Students with physical or learning disabilities who need accommodations for exams should contact the ADA coordinator at 442-7867.

4. Completing Incomplete “Exam” Courses

Students who are completing an incomplete “exam” course do not pay for or register for the course again. Instead, they should submit a Notification of Intent to Complete Course Form to the Law School Registrar’s Office by the “Last day to add courses without instructor’s approval” per the academic calendar. For more information regarding incomplete courses, see the “Administrative Rules & Procedures” section in this handbook.

A student who has special exam accommodations (ADA, Examsoft, language accommodations, rescheduled exam) should notify the exam coordinator by submitting the appropriate forms to the Law School Registrar’s Office.

5. Examination Numbers

In order to provide anonymous grading of final examinations and papers, every student attending the Law School is assigned a randomly selected examination number each term. **Faculty members do not have access to the list of students’ names and examination numbers at any time.** Exam numbers are not used in writing courses, seminars, and clinics. Instead, work is to be submitted to the instructor by name.

After the second week of each term, exam numbers will be available for pick up at the Law School Registrar’s Office. To obtain an exam number, students will be asked to present their student ID card. The exam numbers will be typed on a business card that students should take with to their exams. In case of a lost exam number, students should visit the Law School Registrar’s Office prior to the first day of the examination period. After the beginning of the examination period, exam numbers may be obtained from the exam proctor prior to the exam. Exam numbers will also be needed in order to claim blue books and/or final papers after the end of the term.

Only exam numbers should be used as identification on exams. Names should, under no circumstances, be written on exams or blue books. Any student who attempts to identify themselves by means of personal information, notes in a blue book, or telephone calls to the instructor before grades are recorded, will be treated as a violator of the Standards of Conduct. For more information, see Section A, above.

6. Examsoft Procedures

Students who wish to take examinations using their laptop computers, may do so using Examsoft software. Advance registration is required. In order to register, a student must complete all of the following steps:

A. Register with the Law School by doing the following:

1. Complete the Examsoft form;
2. Pay the Examsoft usage fee to the Cashier’s Office on the first floor;
3. Submit the Examsoft form to the Law School Registrar’s Office before the deadline stated on the form.

Upon completing step one, a student will be registered with the Law School to use Examsoft for the entire academic year (i.e., for fall 2004, spring 2005 and summer 2005).

B. Register with Examsoft by doing the following:

1. Register on their website at www.examsoft.com/ggulaw;
2. Download the software onto laptop computer.

Failure to properly register with **both** the School of Law and Examsoft may result in a student not being able to use Examsoft for any or all exams. **Students using Examsoft must arrive at least 15 minutes before an exam to set up their computers.**

Students using Examsoft must register, download, and install the Examsoft software prior to arrival in the examination room. No installation assistance will be given on the day of an examination. Each student using Examsoft is responsible for ensuring that Examsoft functions properly on their computer.

If for any reason, Examsoft or a student's computer malfunctions during an exam, the student will be required to finish the exam using bluebooks. No extra time will be given for computer and/or software related problems.

The Examsoft exam room will be in a different room from students that are handwriting their exams. Before each exam, students should view the exam room schedule posted in the hallway on the third and second floors.

Certain computers may not be compatible with Examsoft. Please review the Minimum System Requirements at www.examsoft.com. In addition to these minimum requirements, a student's laptop **MUST** also have either a floppy disk drive or a (non-wireless) network interface card that can connect to the Golden Gate University's network in room 2201, 2202, 2203, 3200 and 3201.

7. Exam Dates and Rooms

The exam schedule is first published along with the Course Schedule for the next term. **Exam dates can change between the priority registration edition of the schedule and any subsequent edition.** The final edition of the exam schedule for each semester is posted on the wall just outside of the Law School Registrar's Office, on *GGU Online*, and is published in *Law School News* at the end of the semester. Students should double-check their exam dates and times just before the exam period begins.

Generally, exams during the final exam period begin at 9:00 am, 2:00 pm, or 6:30 pm on weekdays and at 9:00 am or 2:00 pm on Saturdays and Sundays. Exams are usually three hours long, but may be shorter. If an exam is shorter than three hours, **it will still start at the same time and end earlier.**

Exam rooms will not be listed on the exam schedule. Room locations will be posted in the third and second floor hallways, in *Law School News*, and on *GGU Online*. Exams may or may not be in the same room in which the class was held.

8. Exam Dates and Times for Accommodated and Rescheduled Exams

The Law School reserves the right to set rescheduled exams at the same time of the regularly scheduled exam, or at any time during the exam period between 9:00 am and 6:30 pm, Mondays through Sundays; a makeup exam originally scheduled for the evening (6:30-9:30 pm) may be rescheduled during the day.

An accommodated exam is usually scheduled on the **same day** as the regular exam, but may begin at any time between 9:00 am and 3:00 pm. An accommodated exam may begin earlier or later than the normally scheduled exam depending on the nature of the accommodations and the availability of Law School rooms and staff. Accommodated exams are **not** scheduled in the evening.

9. Exam Rescheduling

A. Rescheduling Exams in Advance

Advance rescheduling of examinations requires that students submit an Exam Rescheduling Form to the Law School Registrar's Office by the stated deadline, and then only under the following circumstances:

1. A student has two Law School examinations that are scheduled to start within a 23-hour period (not including take home exams);
2. A student has three Law School examinations on three consecutive days (not including take home exams);
3. A student's religious beliefs prohibit the taking of an examination at the scheduled time.

To request advance rescheduling of an examination, students should submit a Final Exam Rescheduling Petition to the Law School Registrar's Office by the announced deadline. The examination coordinator will determine which exam to move in the case of situation 1 or 2, above. If more than one exam is rescheduled, the exams normally are kept in the same order.

Exams will **not** be rescheduled for vacations, airplane tickets, family events, business conflicts, or conferences. In addition, Law School exams will not be rescheduled due to conflicts with exams at other law schools or other programs in the university.

B. Rescheduling Exams Due to Emergencies

A student who becomes ill, injured, or is otherwise unable to take an exam on the scheduled date must notify the examination coordinator in person or by phone at 442-6613 **before the start of the exam**. If an emergency arises before an evening or weekend exam, students must call 442-6613 and leave a detailed voicemail message.

A student with a rescheduled exam due to an emergency must meet with the examination coordinator to obtain a new exam date. All rescheduled exams must be completed by the end of the exam period, at a time determined by the examination coordinator.

A student whose exam is rescheduled due to an emergency must submit appropriate, contemporaneous supporting documentation. If an exam is rescheduled due to a medical emergency, a doctor's note, indicating a doctor's visit on or near the original exam date, must be submitted. A student who fails to provide documentation or whose documentation proves unsatisfactory will be considered to have failed to take an exam without a proper excuse.

Failure to sit for an exam without advance notice to the associate dean for student services may result in a "WF" grade for the course.

In case a student decides to take an exam despite feeling ill or indisposed, and earns a poor grade, no adjustments will be made to the grade. In addition, the student will not be allowed to re-take either the class or the exam. The student will either need to reschedule the exam before it begins or notify the proctor or the exam coordinator after becoming ill during an exam. A student who begins, but cannot complete an exam, will not be allowed to complete the exam at a later time nor will they be given a different exam in that course for that exam period. If there is a true emergency, a student may be allowed to take a late incomplete grade in the course by getting the approval of the associate dean for student services. Appropriate documentation is always required whenever exams are rescheduled or late incomplete grades granted.

A student who has a rescheduled exam will be required to sign a statement that they will not discuss the exam, **or the course itself**, with any other student in the course from the time the exam is first given to the end of the exam period. Once an exam has been rescheduled, the new exam date will not be changed except in extraordinary circumstances.

At the discretion of the instructor, a rescheduled examination may be graded on a Credit/No Credit basis in both required and non-required courses.

10. Procedures During Exams

A. Examination Sign-In

Students are required to bring their photo ID cards to the exam room. Upon arriving in the exam room, each student must check in with the proctor by showing his or her student ID card or a government ID.

B. Seating, Food, and Excess Noise During Exams

To ensure the smooth commencement of examinations, all students should arrive at least 20 minutes prior to the start of each examination. Students should leave every other seat empty, where possible.

Between arrival and the actual start of the exam, students are free to leave the exam room or to review notes and books at their seats. Before a “closed book” exam starts, students will be instructed to bring personal belongings, books, notes, *etc.* to the front or back of the exam room. Where the exam is “open book,” students can keep materials to refer to at their desks; however, backpacks, *etc.*, must still be brought to the front of the room for security reasons.

All cellular phones, pagers, and any other devices that would create unnecessary noise must be turned off during an exam. Students may eat small amounts of snacks and may drink beverages quietly during the exam, but cans and wrappers must be opened before the exam begins.

C. Commencement of Exams

Students will be given an “exam packet” containing exam questions, scratch paper, two to three blue books (depending on the length of the exam), and a multiple choice answer sheet (if appropriate). In general, exam instructions are printed on pink paper, multiple choice questions on green paper, short answer questions on purple paper and essay questions on blue paper. This, however, is subject to change.

The student is responsible for bringing the appropriate writing instruments (pens, pencils, highlighters, *etc.*) to the exam. The proctor will not have any writing instruments to lend to students.

Students should write their exam numbers on the exam envelope label as soon as the exam begins. Then, the exam number, course, instructor, and semester should be written on all blue books and multiple choice answer sheets, if applicable. A student’s exam number should be written on each page of the test question sheet. Under no circumstances should a student write their name on an exam or blue books.

Before starting the exam, students should review the entire exam to make sure no pages are missing and that all pages are in order. In addition, students should check for two-sided copying. The exam proctor should be notified immediately if there are any problems.

D. Questions During an Exam

If a question arises during an exam, a student should give the exam proctor a note with the exact question written down. The associate dean for law student services and, perhaps, the instructor will be contacted. The response will either be communicated just to the student with the question or, if the information affects all students, an announcement will be made. If the associate dean for law student services or the instructor decides the answer is of general interest, it will be announced in all exam rooms.

E. Breaks During Exams

Students may take a brief break during the exam, but must turn over their exams before leaving the room.

F. Official Time Keeping for Exam Rooms

Each exam room will have one designated official clock. The exam will begin at the start time shown on the official clock. Students should synchronize their watches with the official clock when they sign in to an exam room, as the official clock may not be visible to every student in the exam room.

G. Late Arrivals to Exams

A student who arrives up to 15 minutes late for an exam (as determined by the proctor) will be allowed to sign in and start the exam at that time. **There will be no extension of time for students who arrive late.** If the first portion of the exam is collected after a specified time, a student who arrives late will also have to turn in that portion of the exam at that time. The exam will end at the same time for all students.

A student who arrives more than 15 minutes after the start of an exam (as determined by the proctor) will not be seated for the exam. If this occurs, the student must contact the associate dean for student services to determine when, and if, the exam is to be rescheduled. The associate dean for student services may decide to reschedule the exam later the same day, move the exam to another day during the exam period, or may decide to not allow the student to take the exam.

A student taking a rescheduled exam, who contacted the associate dean for law student services **before** the start of an exam and provided adequate documentation of the circumstances outside of their control which caused them to be late, will be given the full exam time to complete the exam.

A student taking a rescheduled exam, who arrived more than 15 minutes after the start of a rescheduled exam without having contacted the associate dean for law student services or without an appropriate reason for being late or are unable to supply documentation, will be allowed only as much time for the exam as was remaining when they arrived at the exam room.

A student who arrives on campus after the conclusion of an exam, must meet with the associate dean for law student services or the exam coordinator in person before leaving campus that day.

H. Conclusion of Exams

Students must write their exam number, course name, and instructor on all blue book covers **before** the end of the exam is announced. When the exam proctor calls “time,” students must stop writing, close their blue books, and return all exam material (questions, scratch paper, blue books and any other exam materials) back to the exam envelope.

When all students have placed their exam materials back into the envelopes, the proctor will approach each student and check the contents of his or her packet for the number of blue books (or disk) used and to make sure all exam materials have been returned. The proctor will record this information and will initial the sign-out sheet. Students should review the information recorded by the proctor to insure it is correct before signing the sign-out sheet. In a large class, this process can take up to 15 minutes. Please be patient during the sign-out process; the proctors know the students are anxious to leave the exam room and will work as quickly as possible.

Students who complete the exam earlier than the 10 minute warning may walk up to the proctor to check out. Students who complete the exam after the 10 minute warning must remain seated and wait for the proctor to check them out. Students who wish to discuss the exam with a classmate after leaving the room must do so quietly and away from the exam rooms. Before discussing an exam in the hallway, students must make sure that anyone with whom they are discussing the exam has completed the exam, and are not on a break.

11. Post Exam

A. Discussion of Exams

Since exams are rescheduled for a variety of reasons, and may be administered throughout the exam period, **students must not discuss an exam with another student until they confirm that the other student has already taken the exam.**

A student who is taking a rescheduled exam is required to sign a statement providing that the student will not discuss the exam **or the course itself** with any other student in the course from the time the exam is first given to the end of the exam period.

B. Claiming Exam Blue Books, Take Home Exams, and Final Papers

Blue books, take-home exams, and final papers may be picked up after the end of the term by submitting a Blue Book/Paper Claim Form to the Law School Registrar’s Office.

Blue books, papers, etc. for a term will not be available until all of the grades have been recorded for that term. They will be available for pick-up from the Law School Registrar's Office one week after the form is submitted. Students will be asked to present their Law School issued photo ID card before the blue books or papers will be released. Incomplete or illegible request forms may take longer to process.

Blue books must be claimed in person by the student to whom they belong. They will not be mailed to students except under extraordinary circumstances and with the approval of the associate dean for law student services. Blue books not claimed after one year after the completion of the term will be destroyed.

C. Past Essay Questions and Sample Essays on Reserve

Most essay questions are put on reserve in the Law Library after grades are recorded and blue books are made available to students. In addition, each instructor designates the best student essay to be placed on reserve with the question. Rather than submit a student essay, the instructor may provide an outline or draft of his or her own best essay. Students are encouraged to review the questions and answers for their course, both from their instructor's past exams and other instructors' exams. Multiple choice questions and short answer questions are **not** put on reserve.

O. WITKIN & CALI AWARDS

The Witkin Award may be given in any letter-graded J.D. course with an enrollment of 10 or more students. Nominations for this award are to be given at the discretion of the instructor and are based on either the highest letter grade in the course or other factors that the instructor feels warrants special recognition, such as extraordinary class participation or special contribution made to the class by a student, etc.

The CALI (the Center for Computer-Assisted Legal Instruction) Award may be given, at the discretion of the instructor, to one student in each J.D. course receiving an "A". This is generally, but not always, given to the student with the second highest grade in the class.

Students who are nominated for either a Witkin or CALI award will receive a certificate in the mail within three months. In addition, a notation will appear on that students' transcript. After the end of the term, award winners will be posted on *GGU Online*, in *Law School News*, and on notices outside of the Law School Registrar's Office.

Students who have requested non-disclosure of directory information (see the FERPA section of this handbook) will not receive a certificate, nor will their names be posted on any award lists. A notation will, however, be made on their transcript.

P. NOTIFICATION OF GRADES

After all exams have been administered for a term, the Law School Registrar's Office will begin recording grades in the student information system. Once grades are recorded, they may be viewed on GGU4YOU. Grade reports will not be automatically mailed to students, but are available upon request, by e-mailing *lawreg@ggu.edu*. **Grades will not be released to students in person or over the telephone.**

Grades will be recorded section by section, as the instructors submit their grades. Larger sections generally take more time to grade, sometimes a month or more. If a student is graduating and their grades are needed to certify them for a bar exam, the Law School Registrar's Office will contact that student's professors to alert him or her to the urgency of submitting the grades for that section and will obtain a "Pass/Fail" grade if necessary in order to certify that student.

Students will receive one of the following grades for each course in which they are enrolled: (1) a letter grade; (2) "I" (Incomplete); or (3) "NR" (No Record). An "NR" grade indicates that the professor has turned in grades for that course but did not record a grade for the student. Students who receive a grade of "NR" should contact the Law School Registrar's Office immediately to help resolve the problem. Students with an "NR" grade should **not contact their professor**. Students must resolve the "NR" grade within 30 days or it will be changed to a grade of "WF" (Withdrew Failing) or "NC" (No Credit) for Credit/No Credit graded courses.

Q. GRADE CHANGES

Although instructors are encouraged to review exam answers with their students for educational purposes, the instructor will not change a grade after its submission to the registrar because of a substantive re-evaluation of the quality of an exam or paper. An instructor may change a grade after its submission to the registrar **only** if the grade was incorrect because of a mathematical or clerical error by the instructor.

The determination of the grade to be assigned to each student shall be made by the instructor for each course, and his or her determination is final. However, if the academic standards committee determines that the exam on which the grade is based, or its administration was unfair or improper, it may direct the registrar to change a grade.

R. DEAN'S LIST

The Dean's List is intended to recognize law students who perform at a superior level. Students are eligible to be named to the Dean's List following the fall or spring semester or summer session.

To be named to the Dean's List, the student must achieve a 3.0 or higher grade point average for that term, based on completion of at least 10 units (8 of them letter graded) for full-time students or on completion of at least 8 units (6 of them letter graded) for part-time students. The student also must have no Incomplete, NC, or NR grades for the term. Combined degree students are evaluated under the part-time criteria in semesters when they are taking courses

toward both degrees. Students who are named to the Dean's List will have a notation on their official transcripts.

Students who have requested non-disclosure of directory information (see the FERPA section of this handbook) will not appear on the published Dean's List, but a notation will be made on their transcript.

S. J.D. CLASS RANK

In order to provide a ranking that closely approximates the graduating class rank, students are ranked by their GPA according to the total number of units (for both required and elective courses) they have completed toward their J.D. degrees. For purposes of ranking after the spring semester, those who have completed 48 or fewer units are considered second-year students, and those who have completed 49 or more units are third-year students. For purposes of ranking after the fall semester, all expected members of the next graduating class are ranked as third-year students and all those who are not expected members of the next graduating class are ranked as second-year students.

Students are not officially ranked until after the completion of their second semester. In order to be ranked, students must have completed a cumulative minimum of 16 units and at least one course during the semester. Students who withdraw or take a leave of absence before the semester's examination period are not ranked.

The registrar mails a continuing student's notice of class rank to his or her address of record. Class rank will not be released to students in person or over the telephone. Class rank is calculated once at the end of each semester. Class rank is not recalculated based on students' not returning to Golden Gate.

Since LL.M students are not graded under the same standards as J.D. students, their GPA's are not comparable. Therefore, LL.M. students are not ranked.

T. RETAKING COURSES

Generally, students may not retake courses unless they receive an "F" in a required course, in which case they are placed on academic probation and are required to repeat the course. Students who are on academic probation **are required** to retake courses as set by the academic standards committee or LL.M program director; students on academic supervision **may** be required to retake courses as decided by the Academic Standards Committee. Students who retake courses based on these criteria are required to register for the courses and pay tuition and fees for them again. The original grades for courses that are retaken remain on the students' transcripts but are not calculated into their GPA. For further information, refer to the "J.D. Program Academic Probation" section in this handbook.

U. COMMENCEMENT

Commencement is held in mid to late May. The ceremony is usually held off campus in San Francisco. A graduating class consists of those who earn their degrees in December, May, and August of the same academic year. The academic year begins with the fall term and

ends with the summer term. While participation in graduation is voluntary, all graduates are encouraged to attend and are welcomed at all commencement events, especially the ceremony. The graduation dinner, held several days before the ceremony, is an excellent opportunity for the graduates' friends, family and other supporters to meet law school alumni, faculty, and staff in a fun and social environment. The alumni relations director coordinates the Law School's graduation and can be reached at 442-6602 or at lawalumni@ggu.edu.

Note: Students who graduate in December are considered members of the class of the next calendar year, and they attend commencement in May of the following calendar year. (For an exception, see "Graduation Walk-Through" below.)

1. Application Submission Deadline

Applications for graduation, available from the Law School Registrar's Office, are due at the Law School Registrar's Office by December 1. Only students who are in good academic standing will be eligible to participate in the commencement ceremony. Students visiting away at another law school during their last academic year are still required to apply to graduate by the deadline. **Filing the application form prompts the Law School Registrar's Office to order a student's diploma and ensures that the student will receive mailings and email updates on graduation throughout the spring semester.**

2. Graduation Walk-Through

Individuals who will graduate in December and who are moving away from the Bay Area or for whom participation in the following May commencement would be a hardship, may apply to walk through the commencement ceremony the year prior to the one scheduled for their class. Students should submit a Graduation Application at the Law School Registrar's Office by the deadline with the year they wish to participate in the ceremony indicated on the form. Before processing the form, the Registrar will confirm that a student who has submitted an application is likely to graduate in December and is in good academic standing.

Students choosing to participate in a commencement ceremony prior to the one scheduled for their class forfeit their eligibility to receive academic achievement awards and other graduation-related awards. However, eligibility for honors, high honors, and class rank will not be affected. These students will not be able to be selected as the class speaker and cannot return the following year to walk through with their own class.

3. Graduation Newsletters

Members of the graduating class receive information about graduation (*i.e.*, cap and gown ordering information, ticket information, name confirmation, etc.) via U.S. mail and updates via email. The first graduation newsletter is mailed in early February. The registrar must have each student's correct mailing address, telephone number, and email address at all times during this academic year and until the student receives his or her diploma by mail the following year. Only students who have submitted a graduation application will receive these mailings. Failure to submit an application

by the deadline will result in the student missing important and time sensitive information. Students should submit any address or telephone number changes to the registrar **in writing** as early as possible. This will ensure that all graduation material is received in a timely manner. In addition, the latest graduation information is posted on *GGU Online*, and on the Law School's website under "News and Events," and in the SBA Lounge "Graduation" bulletin board.

V. DIPLOMAS

Participants in the graduation ceremony do not receive their diplomas the day of commencement. Instead, the registrar mails all diplomas after certifying that all degree requirements have been satisfied and all tuition and fees owed the university have been paid.

Because honors and high honors rankings cannot be determined until the entire class, including August graduates, have had their degrees awarded, diplomas may be delayed by as much as six months after the graduation ceremony.

W. GRADUATING CLASS RANK: HONORS AND HIGHEST HONORS

Since at the time of the commencement ceremony, the students graduating at the end of the spring and summer semesters will not have received their final grades, the graduation program will list Honors (top 10%) and Highest Honors (top 5%) based on GPAs at the end of the fall semester. Following the release of final grades for summer graduates in September, the Law School will complete a "final and official" class rank of all graduates in the graduated class. Honors and Highest Honors will be re-computed based on this final ranking and will be reflected in transcripts and diplomas. It is possible for a graduate to be listed as an Honors graduate in the commencement program but to end up not as an Honors graduate once the final ranking is completed. In that case, the graduate's transcript and diploma **would not** list him or her as an Honors graduate. It is also possible for the opposite to occur.

LL.M. Honors are determined after each semester for LL.M students who graduated that semester. LL.M Honors is achieved by earning an overall GPA of 3.5 or higher.

X. CALIFORNIA BAR APPLICATION PROCEDURES

1. First-Year Students

First-year students must register with the State Bar of California as a law student within 90 days of starting law school if they intend to take the California Bar Exam upon graduation. Registration may be done via the Internet at the State Bar's website, www.calbar.org. A registration card with a registration number will be mailed to each registered student within four weeks from the date of approval of his or her registration. Students must use this number on all subsequent applications and correspondence with the State Bar of California. If a student misses the filing deadline, he or she must pay the applicable late fee.

2. Second-Year Full-Time & Third-Year Part-Time Students

Students who plan to take the California Bar Exam are encouraged to file an Application for Determination of Moral Character Form six to eight months prior to

the time they intend to practice law in California, and at least 180 days prior to being admitted to the bar. The form is available year-round in the Law School Registrar's office. The form may also be download from the State Bar's website at www.calbar.org. A student may file this form any time after completion of his or her first year, and it is good for up to 24 months after the date of a positive moral character determination.

3. Third-Year Full-Time & Fourth-Year Part-Time Students

Students who plan to take the California Bar Exam must apply to take the exam prior to the deadline specified in the application packets for that exam. Students may apply online at www.calbar.org. After the California Bar Examiners determine a student's eligibility to sit for the exam, they will mail a **Law School Certification Form** to the Law School registrar. Certification by the registrar involves confirming that a student has been awarded a J.D. degree. Graduating students are certified in early to mid-January for the February Bar and in early to mid-June for the July Bar.

All applicable fees and deadlines are listed in the application packets. Students should review the instructions for these forms carefully and retain copies of all application forms and correspondence from the State Bar of California.

Students are required to take the Multi-state Professional Responsibility Exam (MPRE) as a part of the California State Bar admission requirements. This exam is offered three times a year-- in November, March, and August. Students generally take the Professional Responsibility course the semester they plan to take the MPRE exam. Most commercial bar review courses offer a short MPRE review course prior to the administration of the exam. MPRE registration packets are available from the Law School Registrar's Office. For more information, visit the National Conference of Bar Examiners' website at www.ncbex.org.

Official copies of transcripts can be ordered through the university's Records Office on the first floor, either in person or by calling 442-7200. More information is available on the Records Office's webpage at http://www.ggu.edu/alumni/contact/request_transcript.

The Law School will provide a copy of a student's official transcript to state bar examiners free of charge if requested to do so either by the State Bar or by the student. Official transcripts will automatically be sent to the California State Bar Admissions office along with the degree completion certification form.

Transcript requests will not be processed if a student has an outstanding student account or emergency loan balance.

Y. ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Pursuant to the School of Law's Policy and Procedures for the Provision of Services to Students with Disabilities, found in this handbook, a student with disabilities or a student with a temporary physical impairment who wishes to request academic adjustments

(including exam accommodations) or auxiliary aids must submit a Request for Accommodations Form to the ADA program coordinator **each semester**. The request must be supported by documentation from a professional qualified to assess the student's disability and its impact on learning in a law school setting. Supporting documentation need be submitted only once, with the first accommodations request, unless the student's condition changes or the Law School requests additional documentation.

The Law School reserves the right to ask for additional documentation where necessary to assess the appropriateness of the requested accommodation. Furthermore, the Law School reserves the right to refer the student to another qualified professional for a second opinion, at the Law School's expense. The Law School reserves the right to hire a qualified professional to review requests for academic adjustments or auxiliary aids and all supporting documentation.

The Law School shall deny requests for academic adjustments or auxiliary aids that are not supported by appropriate documentation, or where the accommodation would alter academic requirements that are essential to the program of instruction or to a directly related licensing requirement, or where the accommodation would result in a substantial modification of Law School or university requirements or programs.

Students who receive academic adjustments (including exam accommodations) or auxiliary aids must:

1. Submit to the ADA program coordinator each semester a Request for Accommodations Form, including their semester course schedule. The request form should be submitted by the deadline date listed on the Request for Accommodation Form, generally one month before classes are scheduled to begin.
2. Inform the ADA program coordinator immediately of any subsequent changes in their course schedule;
3. Notify the ADA program coordinator of plans to make up an Incomplete grade;
4. Inform the ADA program coordinator of any changes in a condition that affects their need for academic adjustments or auxiliary aids;
5. Request additional or different academic adjustments or auxiliary aids by submitting a timely written request to the ADA program coordinator with supporting documentation, if requested;
6. Sign a form acknowledging receipt of accommodations for each exam; and
7. Notify the associate dean for student services in writing if a problem is experienced with academic adjustments or auxiliary aids provided by the Law School.

All student-initiated grievances will be heard according to the procedures detailed in the “School of Law’s Policy and Procedures for the Provision of Services to Students with Disabilities”, found in this handbook. Information regarding the appeal process can be found in the “Grievances” section of this handbook.

Z. NOTICE OF NONDISCRIMINATION

It is the intent and policy of the university to promote actively the objectives and policies of nondiscrimination set forth in Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era and Veterans Readjustment Assistance Act of 1974, the Age Discrimination Act of 1975, Executive Order 11246, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, and all other applicable federal, state and local antidiscrimination laws. Golden Gate University welcomes applicants and students regardless of race, sex, creed, religion, age, color, disability, sexual orientation, gender identification, ancestry, national/ethnic origin, nationality/citizenship, political affiliation, marital status, medical condition, or any other status protected from discrimination by federal, state or local law.

Golden Gate University will provide accessible programs and facilities and make reasonable academic adjustments and provide auxiliary aids to a qualified applicant or student with a disability unless such accommodation would cause undue hardship on the operation of its business.

Students with questions concerning the university’s policy of nondiscrimination (including questions concerning nondiscrimination on the basis of disability, academic adjustments and accessibility) should contact the associate dean for law student services of the Law School at 442-6615.

Students who feel they may have been subject to unlawful discrimination in connection with any Law School program, including discrimination on the basis of disability, may file a complaint with the associate dean for law student services. Students are encouraged to follow the grievance procedure outlined in the ***Procedure for Processing Unlawful Discrimination Complaints***. A copy of that document may be obtained from the associate dean for law student services. The following is a description of the procedure for processing unlawful discrimination complaints:

1. A student should first discuss the complaint with the director of the program involved. If this discussion does not resolve the problem, complaint may be discussed with the School of Law administrator responsible for the aforementioned program.
2. If the circumstances of the complaint prevent discussions with the School of Law program director or School of Law administrator or if the complaint is not resolved within five (5) working days, a written complaint may be filed.

3. A written complaint must be filed within 120 days of the alleged unlawful discriminatory action and submitted it to the School of Law's associate dean for law student services. Investigation of the complaint will begin within fourteen (14) working days of receipt of the written complaint.
4. Upon receipt of the written complaint, the School of Law's associate dean for law student services will attempt to resolve the matter informally.
5. If the complaint is not resolved informally, an appropriate committee will hear the complaint and receive testimony and information from witnesses. Within five (5) working days of the close of the hearing, the panel will forward its findings and recommendations to the president of the university and to both parties to the complaint.
6. The president will issue a decision within thirteen (13) days of receipt of the panel's findings and recommendations. Both parties to the complaint will be notified of the resolution of the complaint within ninety (90) days of the beginning of the investigation. The decision of the president will be final.

ACADEMIC STANDARDS

The Academic Standards of the Law School reflect:

1. The requirements of our continuing accreditation by the American Bar Association, the Association of American Law Schools, and the Committee of Bar Examiners of the State of California;
2. The goal of ensuring that graduates are prepared to achieve a high standard in the practice of the legal profession;
3. Dedication to equal educational opportunity

A. STANDARD OF CONDUCT

Every student is required to act with honesty and integrity in regard to all academic matters in the Law School. At a minimum, this means that a student shall not give, accept, or utilize any assistance in examinations or written work that has not been specifically authorized by the instructor for the particular course and shall not attempt to contact a professor or in any other way influence grading between the time an exam is given and the final grades are mailed.

Each student should thoroughly read the “Standards of Conduct” section in this handbook. They cover a great deal of conduct outside the classroom setting.

B. DEFINITIONS

1. “Academic year” means the two-semester period between August and May.
2. “Associate dean” means the associate dean for law student services or the person appointed by the dean to perform or administer a designated academic task or program.
3. “LL.M. program director” means the LL.M. program director for a particular LL.M. program.
4. “Student” without other qualification includes both full-time and part-time students.
5. “J.D. first-year courses” means those required courses taken by full-time J.D. students in the first academic year.
6. “Required courses” means those courses listed in the “J.D. Required Courses and Recommended Electives” section below.
7. “Upper-division courses” means all courses other than first-year courses.

8. “Grade point average (GPA)” means the figure derived by dividing the total number of grade points a student has earned by the total number of units the student has attempted in courses completed for letter grades.

C. J.D. DEGREE REQUIREMENTS

The requirements for the degree of Doctor of Jurisprudence are:

1. Successful completion of 88 or more units, including 55 units of the required courses listed below and 33 units of electives;
2. A GPA of 2.15 or better in all required courses;
3. A GPA of 2.0 or better in all courses in which a letter grade is earned;
4. Academic good standing at the completion of each spring and fall semester (beginning after the second semester) and the student’s final semester;
5. Satisfaction of ABA residency requirements (see section F, *infra*); and
6. Timely filing of an Application for Graduation Form with the registrar.

D. J.D. REQUIRED COURSES AND RECOMMENDED ELECTIVES

1. **First-year full-time students admitted in August** must enroll in the following 29 units of required courses in the first year:

Civil Procedure I* (3 units)

Civil Procedure II* (3 units)

Contracts I* (3 units)

Contracts II* (3 units)

Constitutional Law I (3 units)

Criminal Law (3 units)

Property I (4 units)

Torts* (4 units) (two unit semester courses for night students)

Writing and Research I* (2 units)

Writing and Research II* (1 unit)

First-year night students must enroll in the 19 units of required courses marked with an asterisk (*). They take Constitutional Law I (3 units), Property I (3 units), and Criminal Law (3 units) the first semester of their second year.

2. **Students** must also complete the following required courses before graduation:

Appellate Advocacy (2 units)
Constitutional Law II (3 units)
Corporations (4 units)
Criminal Procedure I (3 units)
Evidence (4 units)
Professional Responsibility (2 units)
Property II (2 units)
Solving Legal Problems (2 units)
Wills and Trusts (4 units)

Limitations on when students may take these classes are described in the “Course Descriptions” section of this handbook or in the *Course Schedule* each semester. These courses are often prerequisites for related electives, so students should plan accordingly.

3. All **day students** admitted in August must complete:

- ⇒ **Appellate Advocacy (2 units)** by the end of their second year during the semester assigned; and
- ⇒ **Constitutional Law II (3 units)** and **Property II (2 units)** by the end of the fall semester of their second year.

All evening students admitted in August must complete:

- ⇒ **Constitutional Law I and II (3 units each);** and
- ⇒ **Property I and II (4 and 2 units respectively)** by the end of their second year.

4. **Solving Legal Problems (2 units)** is required but may not be taken until a student’s third year (or fourth year for part-time students) of law school.
5. **Community Property (2 units); Criminal Procedure II (3 units); Privacy, Defamation and Other Relational Torts (3 units); Remedies (3 units); and Sales (2 units)** are recommended but not required courses. Students should be aware that these subjects are tested on the California Bar Exam. It is suggested that students wishing to take Remedies wait until their final year to do so.
6. Day students admitted in August placing in the lowest quintile at the end of the first semester and/or the lowest quartile at the end of the second semester will be required to take additional intensive academic support classes, as prescribed by the faculty (and night students in the lowest quintile will be strongly encouraged to take these courses). Currently, midyear admission students admitted in January are strongly encouraged to take an academic support class.

E. LL.M. DEGREE REQUIREMENTS

The requirements for the degree of LL.M. (Masters of Laws) are:

1. Successful completion of 24 or more units (26 for Taxation);
2. Successful completion of the courses required for the degree program;
3. Completion of the program requirements within the number of years specified below:

Environmental Law.....	4 years
Intellectual Property Law.....	3 years
International Legal Studies.....	4 years
Taxation.....	5 years
U.S. Legal Studies.....	3 years

4. A cumulative GPA of 2.50 on a scale of 4.0;
5. Timely filing of an Application for Graduation Form with the Registrar.

F. LL.M. IN ENVIRONMENTAL LAW PROGRAM REQUIREMENTS

1. Required Courses

All students are required to take one semester of the LL.M. Environmental Law Seminar (3 units) and at least two of the four courses listed below:

- a. Environmental Law and Policy (3 units)
- b. International Environmental Law Seminar (3 units)
- c. Public Natural Resources and Land Law (3 units)
- d. Toxics Law and Policy (3 units)

2. Elective Courses

Complete the remaining 15 units from the courses list in the program catalog.

3. Writing Requirement

Complete a satisfactory thesis or analytical paper as part of the LL.M. Environmental Seminar.

G. LL.M. IN INTERNATIONAL LEGAL STUDIES PROGRAM REQUIREMENTS

1. Required Courses

Students must earn at least 6 course credits by taking courses from at least two of the following five core areas. Students may take other basic courses as electives.

Public International Law
International Law (3 units)
International Organizations (2 or 3 units)
Pacific Settlement of Disputes (3 units)

a. Private International Law (Conflict of Laws)

Private International Law (3-4 units)
Conflict of Laws

b. Comparative Legal Systems

Comparative Legal Systems (3 units)

c. International Economic Law

International Business Transactions (2-3 units)
International Investment Law (3 units)
International Trade Regulation (3 units)

d. International Dispute Resolution

International Dispute Resolution (3 units)
Philip C. Jessup Moot Court Competition (2-3 units)

2. Elective Courses

Complete the remaining 18 units from the courses list in the program catalog.

3. Writing Requirement

Complete a satisfactory thesis or analytical paper as part of a seminar.

H. LL.M. IN INTELLECTUAL PROPERTY LAW PROGRAM REQUIREMENTS

1. Required Courses

- a. Intellectual Property Law Survey (3 units)
- b. Internet and Software Law (3 units)
- c. One of the following:
 - 1. Copyright Law of the U.S. (3 units)
 - 2. Patent Law of the U.S. (3 units)
 - 3. Trademark Law of the U.S. (3 units)

2. Elective Courses

Complete the remaining 18 units from the courses list in the program catalog.

I. LL.M. IN TAXATION PROGRAM REQUIREMENTS

1. Required Courses

- a. Characterization of Income & Expenditure (3 units)
- b. Federal Income Taxation of Corporations & Shareholders (3 units)
- c. Federal Tax Procedure (3 units)
- d. Professional Responsibility for Tax Practitioners (2 units)
- e. Timing of Income & Expenditure (3 units)

2. Elective Courses

Complete the remaining 12 units from the courses list in the program catalog.

J. LL.M. IN UNITED STATES LEGAL STUDIES PROGRAM REQUIREMENTS

1. Required Courses

Lawyers and law graduates from other nations are required to take the following:

- a. Introduction to the U.S. Legal System (3 units)
- b. Graduate Legal Research (2 units) or Writing and Research I (2 units)
- c. Directed Study, Thesis, Curricular Practical Training, or Clinic (3 units)

There are no required courses for J.D. graduates of ABA or California-accredited law schools.

2. Elective Courses

Complete the remaining 16 units from the courses list in the program catalog.

3. Concentrations

Students may elect to earn one or more concentrations in addition to the LL.M. degree. Application forms and detailed requirements for each concentration are available at the Law School Registrar's Office. Students choosing to earn a concentration must complete the concentration requirements in order to earn the LL.M. degree. Each concentration requires completion of 16 units of required and recommended courses, with the approval of the concentration advisor. Concentrations are available in the following areas:

- a. Corporate and Commercial Law
- b. Immigration Law
- c. Labor and Employment Law
- d. Litigation and Lawyering Skills
- e. Property Development and Real Estate Law
- f. U.S. Legal Practice.

K. S.J.D. IN INTERNATIONAL LEGAL STUDIES PROGRAM REQUIREMENTS

1. Residency and Required Units

S.J.D. students must earn a minimum of 8 units and spend at least two semesters in residency. Each student's program of study must be approved by the committee on advanced international legal studies in consultation with the dissertation supervisor and must include a course or seminar in jurisprudence.

2. Dissertation and Candidacy

Each S.J.D. student works closely with the dissertation supervisor during the residency period. At the end of the second semester in residence, the student must present a detailed outline and draft chapter of the dissertation, as well as pass a qualifying oral examination. Students who successfully complete these tasks will be advanced to candidacy. The S.J.D. candidate is expected to work closely with the supervisor during the candidacy period and must present a final dissertation in publishable form no later than four years after advancing to candidacy.

L. J.D. ABA RESIDENCY REQUIREMENTS

According to the current ABA Standard 304 (August 2004), students must satisfy the residency requirement in order to earn the J.D. degree. At Golden Gate University School of Law, students must earn 24 residency credits to satisfy this requirement. Note: Residency credits are not equivalent to academic credits. While these residency requirements are currently under review with the ABA, the School of Law will abide by the current rules. A notice will be posted if these rules are changed.

1. To receive residency credit for a semester: Full-time students must be enrolled in a minimum of 10 credit hours and part-time students must be enrolled in a minimum of 8 credit hours. Full-time students earn 4 residency credits for each qualifying semester and part-time students earn 3 residency credits for each qualifying semester.
2. Students who attend law school only during the fall or spring semesters must earn residency credit for the following number of semesters: Full-time students must earn residency credit for 6 semesters and part-time students must earn residency credit for 8 semesters.
3. To receive residency credit for summer terms: Full-time students must be enrolled in and earn a minimum of 5 credit hours and part-time students must be enrolled in and earn a minimum of 4 credit hours. A student must attend two summer terms and earn residency credit for each term in order to earn the equivalent number of residency credits as a semester. This allows students to substitute one semester with two summer terms.

M. CLASSROOM ATTENDANCE, PREPARATION, AND PARTICIPATION

According to ABA Standard 304, students are required to regularly and punctually attend class to satisfy residency credit and credit requirements. Golden Gate University School of Law requires every student to prepare class assignments, attend class regularly, and participate knowledgeably in class discussions.

At the beginning of each course, each faculty member will announce standards for attendance, submission of assignments and papers, and other objective criteria as well as the sanctions for their violation.

Faculty members may recommend sanctions such as reducing a student's grade (by an amount that may exceed the one-half step discretionary grade adjustment described in Section H.3. *infra*), refusing to allow a student to sit for the final exam in the course, or administratively withdrawing a student from that class. **These sanctions may be imposed by the School of Law in compliance with the standards of ABA and the School of Law.**

A student may not register for two courses that meet at the same time or overlap in time, **even by five minutes.**

N. GRADING POLICIES

1. Grade Designations

- a. Grades are based on an eight-category letter system with numerical point equivalents as follows:

A	=	4.0	C	=	2.0
A-	=	3.5	C-	=	1.5
B	=	3.0	D	=	1.0
B-	=	2.5	F	=	0.0

- b. The grade designations represent scholarship achievement as follows:

A	=	outstanding scholarship and intellectual initiative
A-/B	=	above average work
B-	=	work demonstrating acceptable competence
C	=	work demonstrating minimal acceptable competence
C-/D	=	unsatisfactory work
F	=	failing work, insufficient for either residence or scholastic credit

- c. In no course shall a grade of “C” or better be given to an examination or paper completed by a J.D. student that fails to demonstrate the ability of that student to achieve a passing grade on a question of comparable complexity on the California Bar exam; i.e., the exam paper must demonstrate:

1. The ability to analyze the facts of a question and to distinguish between material and immaterial facts;
2. The ability to discern the point of law or fact upon which the question turns; and,
3. The ability to apply the relevant principles of law to the given facts and to reason in a logical, lawyer-like manner from the premises adopted to a sound conclusion.

2. J.D. Grading Standards

a. First-Year Required Courses

All courses required as part of the first-year full-time curriculum, whether taken in the first year of a full-time program or in the second year of a part-time program, will be graded on the curve below:

	<u>Maximum</u>	<u>Minimum</u>
A- and above.....	20%	5%
B- and above.....	60%	45%
C- and below.....	20%	13%
D and below.....	5%	0%

b. Other Required Courses

All required courses except those covered by subsection a. above will be graded on the curve set out below:

	<u>Maximum</u>	<u>Minimum</u>
A- and above.....	30%	5%
B- and above.....	75%	45%
C- and below.....	20%	10%

c. Other Courses

All other courses not covered by subsections a. or b. above will be graded on the curves set out below:

1. Curve for Elective Courses with 20 Students or More

	<u>Maximum</u>	<u>Minimum</u>
A- and above.....	60%	15%
B- and above.....	100%	45%
C- and below.....	10%	0

2. Curve for Elective Courses with Fewer Than 20 Students

In elective courses in which there are fewer than 20 students, there shall be no mandatory curve, except that no more than 20% of the students may receive a grade of C- or below.

d. Honors Lawyering Program (HLP)

For Honors Lawyering Program courses in which HLP students comprise 60% or more of the enrollment, adherence to the curve is not required.

3. Discretionary Grade Adjustments

In courses in which the grading is anonymous, each instructor has discretion to adjust grades on the basis of her or his subjective evaluation of the students' class participation, subject to the following conditions:

- a. A grade may be raised or lowered only one-half step (*e.g.*, "C" to "B-" or "C-").
- b. At the beginning of the semester, each instructor must give, by posting or written notice, notice of his or her intention to adjust grades on the basis of subjective evaluation.
- c. The instructor must maintain reasonable documentation to support such grade adjustments. The registrar will adjust individual students' grades at the direction of the instructor, only after the instructor has assigned and submitted to the registrar unadjusted grades for the entire class, prepared on an anonymous basis.
- d. If the adjustment is made because of non-attendance, then the provisions of Section G, *supra*, shall apply.

4. Credit/No Credit Policy

- a. All courses that are required for a student's academic program must be taken for a letter grade. In all non-required courses, a student may elect to receive, in lieu of a letter grade, a grade of "Credit" or "No Credit." In the event of such election, any grade of "C" or better shall be recorded as "Credit," and any grade of "C-" or lower shall be recorded as "No Credit." "Credit/No Credit" grades are not included in the calculation of a student's grade point averages (GPA).
- b. The deadline for submitting the election form to the Law School Registrar's Office is the date of the last class meeting for the course, or the last day of instruction for the term for courses without class meetings. Once an election form has been submitted, it cannot be revoked.
- c. Students who have made the election must not indicate as such on their exam or notify the instructor that the election has been made.
- d. **The election is not revocable for students who receive a grade of "Credit."** A student who receives a grade of "No Credit" may request to have that grade converted to the actual letter grade received. The request must be made in writing by the deadlines below:

Fall Semester..... January 31

Spring Semester June 30

Summer Session..... September 15

- e. The option to take a course on a "Credit/No Credit" basis is limited to one course per semester. J.D. students may elect to take up to 9 units on a "Credit/No Credit" basis that are used to fulfill J.D. degree requirements. LL.M. students may elect to take up to 6 units on a "Credit/No Credit" basis for each LL.M. degree. Excluded from these limitations are units earned in clinical and externship programs and any other course in which the instructor or the faculty requires grading on a "Credit/No Credit" basis. Also excluded from the limit are units transferred from another law school. A student in their last term you may take the "Credit/No Credit" election for more than one course, provided they do not exceed the maximum for their degree program.
- f. Because "Credit/No Credit" grades do not count towards a student's GPA, taking courses on a "Credit/No Credit" basis may make a student ineligible for the J.D. student Dean's List. In addition to the overall minimum, full-time J.D. students must complete a minimum of 8 letter-graded units and part-time J.D. students must complete a minimum of 6 letter-graded units to be eligible for the Dean's List. There is no Dean's List for LL.M. students.
- g. Courses transferred from another ABA-approved law school or from the Pacific Graduate School of Psychology, as part of a combined degree program, will not appear on a student's Law School transcript. Instead, a summary of transfer credits will appear for courses transferred from another institution.

- h. M.B.A. courses used to fulfill elective requirements for a J.D./M.B.A. combined program will not appear on a student's Law School transcript. Instead, a notation will indicate the number of M.B.A. course units used to complete the J.D. degree requirements.

O. GOOD STANDING

1. J.D. Requirements for Good Standing

Each J.D. student must have a GPA of 2.15 or better in all required courses, as set forth in section E of the Academic Standards of the *Student Handbook*, and a GPA of 2.0 or better in all courses at the end of each academic year and at the end of any semester in which the student completes all required courses or would otherwise graduate.

2. J.D. Student Evaluation for Good Standing

All entering J.D. students are considered in good academic standing until evaluated for good standing as described above. Students who enroll in August are first evaluated after the spring semester of their first year; students who enroll in January may be first evaluated after their second semester during the academic year, or after their second spring semester at the latest. Students who take a leave of absence after their first semester will be evaluated for good standing after their first semester back in school. After evaluation, students will be determined to be in good standing or academically disqualified.

Students who are disqualified may have the right to petition to be allowed to continue on academic probation. See section L for more information.

P. J.D. PROGRAM ACADEMIC SUPERVISION

Any J.D. student whose GPA falls between 2.15 and 2.3 will be placed on Academic Supervision status under the supervision of the academic standards committee. These students are still considered in good academic standing. The academic standards committee will likely require these students to:

1. Repeat any courses in which a grade of "C-" or below was earned.
2. Complete a course in Legal Methods.
3. Complete all of the recommended bar courses: Community Property; Criminal Procedure II; Privacy, Defamation and Other Relational Torts; Remedies, Sales, and at least one semester of a Special Problems course.
4. Consult with the director of the academic support program.
5. Meet with the associate dean for law student services prior to registration each term for schedule approval until the student's GPA exceeds 2.3. The associate dean for law student services will report the status of all students on academic supervision to the academic standards committee each term.

Students will remain on academic supervision until after the following spring semester's official evaluation. Students who are removed from academic supervision are required to satisfy the conditions of academic supervision, including repeating the bar courses before they graduate.

Q. J.D. PROGRAM ACADEMIC DISQUALIFICATION

ABA Standard 303 mandates that the Law School may not “continue the enrollment of a student whose inability to do satisfactory work is sufficiently manifest so that the student’s continuation in school would inculcate false hopes, constitute economic exploitation, or detrimentally affect the education of other students.” A J.D. student who has not met the requirements for good standing established by the faculty, and outlined above, has not done satisfactory work.

Any J.D. student who does not meet the requirements for good standing shall be academically disqualified. Disqualification is effective when all of a student's grades for the spring or fall semester are recorded by the Law School Registrar's Office. Disqualified students who are enrolled in summer school at Golden Gate University School of Law will be withdrawn from their summer courses and will have all summer charges reversed. Disqualified students who are enrolled in foreign summer school programs (whether with the Law School or with another ABA-approved law school) will not be withdrawn from those courses; however, such students will not receive credit for any courses completed after disqualification unless they are readmitted to the Law School on academic probation.

R. J.D. PROGRAM ACADEMIC PROBATION

1. Description

In some instances (as described in subsection 2, below), a J.D. student who has been academically disqualified may petition the academic standards committee to be allowed to continue his or her law studies at Golden Gate University School of Law on academic probation.

Furthermore, any J.D. student who receives a grade of “F” in a required course but who maintains a GPA of at least 2.15 or better in all required courses and a GPA of 2.0 or better in all courses shall automatically be placed on academic probation. In order to return to good standing, that student must retake the course and earn a grade of at least “D” in that course and must maintain a GPA of 2.15 or better in all required courses and a GPA of 2.0 or better in all courses at the end of the next academic year.

2. Eligibility to Petition for Probation

Students who are academically disqualified may petition the academic standards committee to be placed on academic probation under the following circumstances:

- a. A student who is disqualified upon first being evaluated for good standing may petition the academic standards committee if that student has a required course GPA **below 2.15 but at or above 1.90. A first-year student whose required course GPA is below 1.90 is disqualified and may not petition for academic probation.** Such a student may petition for readmission as described in the “Readmission To The J.D. Program After Academic Disqualification” section, *infra*.
- b. When used in this Handbook, “1.90” means a minimum grade of 1.90 and does not mean a number of 1.85 and above “rounded up” to 1.90.
- c. A student who is disqualified after completing more than one academic year may petition the academic standards committee no matter what his or her required course GPA and cumulative GPA are.

3. Successful and Unsuccessful Petitions

If a student’s petition is granted, the student will be allowed to continue his or her law studies at Golden Gate University School of Law on academic probation, subject to all conditions imposed by the academic standards committee. Normally, a student on academic probation will be required to repeat any course in which he or she earned a grade lower than a C. Another common condition is the requirement that the student take Community Property; Criminal Procedure II; Privacy, Defamation and Other Relational Torts; Remedies, Sales, and a Special Problems course.

If a student’s petition for probation is denied, he or she may **not** subsequently petition for readmission **unless the second petition alleges facts that could not have been discovered with reasonable diligence at the time the first petition was prepared.** Students must wait at least one year from disqualification before submitting any subsequent petitions. Students interested in pursuing this option should contact the law student services coordinator to request a Petition for Re-admission, by the February before the academic year he or she wishes to return to Law School.

Answers to common questions about the petition process can be found in the “Readmission To The J.D. Program After Academic Disqualification” and “Procedures For Petitioning For Probation Or Readmission To The J.D. Program” sections of this handbook.

4. Return to Good Standing

Students remain on academic probation until after the following spring when the next official evaluation process is completed. If students achieved a required course GPA of 2.15 or better and a cumulative GPA of 2.0 or better in all courses, and are in compliance with all other conditions imposed by the academic standards committee, then they are

returned to good standing. Students on academic probation will have their grades reviewed after the fall semester for purposes of determining whether they may continue. Students with required course GPA's under 2.15 will not be allowed to continue in Law School in the spring semester.

S. READMISSION TO THE J.D. PROGRAM

1. Eligibility to Petition for Readmission

A J.D. student who is academically disqualified and who has not previously petitioned for probation may petition the academic standards committee for readmission to Golden Gate University School of Law after waiting at least one year from the time of the initial disqualification. Students who ended their first year with a GPA lower than 1.90 fall into this category.

2. Successful and Unsuccessful Petitions

If a student's petition is granted, the student will be re-admitted to Golden Gate University School of Law, subject to all conditions imposed by the committee. Normally, a re-admitted student will be required to repeat the entire first year. At a minimum, a re-admitted student will be required to repeat all courses in which he or she earned a grade of C- or lower. The specific conditions for returning students are set by the academic standards committee. See the "Financial Aid Satisfactory Academic Progress" section of this handbook for financial aid implications.

If a student's petition for re-admission is denied, the student may not petition again for re-admission unless the second petition alleges facts that could not have been discovered with reasonable diligence at the time the first petition was prepared.

3. Time Limits within which to Petition the Academic Standards Committee for Probation in the J.D. Program

A student must petition the committee, if at all, within one year of his or her disqualification.

4. Burden of Proof for Petitioning for Probation or Readmission to the J.D. Program

A J.D. student petitioning the committee for probation or readmission has the burden of showing that his or her disqualification was not the result of a lack of capacity to complete satisfactorily the degree requirements of the Law School and that he or she will be able to perform in an academically satisfactory manner in the future. **In general, the student must show: (1) that the deficient GPA was the product of exigent factors of a non-recurring nature; (2) that those factors, which must be identified with specificity, are no longer present; and (3) that the student has otherwise demonstrated a capacity to perform in an academically satisfactory manner.**

A presumption against probationary or other relief will apply to any student

who has previously obtained relief from the academic standards committee. Thus, if a student is disqualified, returns on academic probation, and is subsequently disqualified for a second time, the student's chances of succeeding on his or her petition are greatly diminished.

T. Procedures for Petitioning for Probation or Readmission to the J.D. Program

1. A student's petition must contain the Petition to Academic Standards Committee Form as a cover sheet and an essay that clearly and completely sets out the basis for the student's petition. Students should contact the law student services program coordinator for a copy of their petition.
2. A student's petition should clearly state any and all evidence the student wants the academic standards committee to consider. Where a student's medical condition has been a contributing factor, a report from the student's attending physician must be provided. Where other external factors, such as death of a family member, is alleged as a factor, reasonable documentation should be provided.
3. Deadlines
 - a. **Petitions for Probation**
The petition for probation should be submitted by 21 days after all of a student's grades are mailed by the registrar, or such later date as is specified in writing by the associate dean for law student services.
 - b. **Petitions for Readmission**
Students required to wait at least one year before petitioning for readmission must submit petitions by spring (specific deadline to be set by the Law Student Services Office. Contact the office for further information) for readmission the subsequent fall semester or such later date as is specified in writing by the associate dean for law student services.
4. The student must submit the original petition packet, plus the number of copies requested, to the associate dean for law student services by the stated deadline. The associate dean for law student services will forward the student's petitions to the academic standards committee.
5. The student has no right to appear personally before the committee. In exceptional circumstances, the academic standards committee may request a personal appearance.
6. The committee shall review and decide each petition as soon as possible. Written notice of the academic standards committee's decision will be mailed to the student by the associate dean for law student services. The associate dean will not notify the petitioner of the decision by telephone.

U. ACADEMIC STANDARDS COMMITTEE

1. Membership

The academic standards committee is composed of at least three voting faculty members including the director of academic assistance. The associate dean for law student services shall serve as an *ex officio*, non-voting, member of the committee.

2. Jurisdiction of the Committee

The committee shall have jurisdiction to consider student petitions relating to all academic standards **except** the following:

- a. The requirement that a student successfully complete a minimum of 88 units to receive the Doctor of Jurisprudence degree;
- b. The requirement that a student achieve a GPA of 2.15 or better in all required courses and a GPA of 2.0 or better in all courses at the end of any semester in which the student completes all required courses as stated in the Academic Standards section of the *Student Handbook* or would otherwise graduate;
- c. The denial by an instructor of a request for a grade change for reasons other than mathematical or clerical error, unless the committee determines that the exam on which the grade is based, or its administration, was so improper or unfair as to have caused a clearly unfair result;
- d. The requirement that a student placed on academic probation must achieve a required course GPA of 2.15 or better and a cumulative GPA of 2.0 or better by the end of the student's next academic year.
- e. The requirement that students who have first been evaluated for academic standing have a GPA of at least 1.90 to petition.

3. Authority of the Committee

The Committee shall have authority on matters within its jurisdiction to grant appropriate relief from the requirements of the Academic Standards, where the relief is justified by special requirements, is necessary to avoid serious detriment to the student, and is consistent with sound educational policy.

In the exercise of sound discretion which takes into account all relevant factors, the Committee may deny petitions for academic probation, for readmission, or for any other relief, or grant them upon such conditions as the committee deems appropriate.

4. Deadline to submit petitions other than petitions for probation or readmission

Petitions other than petitions for probation or re-admission must be submitted within 60 days of receipt of the grade or conclusion of the course or receipt of information that raises a question about a grade or course.

5. Appeal

There is no appeal of a decision by the committee. The committee will not reconsider an earlier decision unless the student petition alleges facts that could not have been discovered with reasonable diligence at the time the first petition was prepared.

V. DECISIONS OF THE ASSOCIATE DEAN FOR LAW STUDENT SERVICES

In those instances in which an application is made to the associate dean for law student services for approval of a variance from an established policy or rule, other than those decided by the Academic Standards Committee, the associate dean shall exercise informed discretion that takes into account one or more of the following factors: **the number of previous applications of a similar nature filed by the student, whether the need for relief is caused by a situation beyond the control of the student, and whether the variance or relief is necessary to avoid serious detriment to the student.** The associate dean for law student services has no discretion to allow students with a GPA below 1.9 the right to petition to return on academic probation. A student aggrieved by a decision of the associate dean for law student services on a matter based on the academic standards may have the decision reviewed by a petition to the academic standards committee. This petition should be in writing, and should be submitted to the associate dean for law student services who will forward it to the academic standards committee.

There is no appeal of decisions by the associate dean for law student services on matters not based on the academic standards.

STANDARDS OF STUDENT CONDUCT

All students at Golden Gate University School of Law have an obligation to conduct themselves in a manner compatible with the Law School's functioning as an educational institution.

Misconduct, as defined herein, is subject to discipline, which may include suspension or expulsion as well as communication of the charge and/or punishment to employers, other educational institutions, and relevant bar admission agencies.

A. JURISDICTIONAL STATEMENT

These Golden Gate University School of Law Standards of Student Conduct apply to all Law School students and set forth the procedures by which all complaints involving a student of the Law School shall be handled.

B. DEFINITION OF TERMS

1. **"Law School"** means Golden Gate University School of Law.
2. **"University"** means Golden Gate University, including all its campuses.
3. **"Student"** includes all people taking courses at the Law School (full-time, part-time, J.D., LL.M., S.J.D., and non-degree). This term also includes all people who have matriculated and not yet graduated or withdrawn but who are visiting away, on break (mid-semester or between semesters), or on a leave of absence from the Law School.
4. **"Member of the university community"** includes any person who is a student, faculty member, administrator, or any person employed by the university.
5. **"University premises"** includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the university.
6. **"Cheating"** is the act of obtaining, attempting to obtain, or helping in obtaining, credit for academic work through any dishonest, deceptive, or fraudulent means. It includes but is not limited to:
 - a. Copying, in part or in whole, from another student's test or other evaluation instrument (including papers or other written assignments); or using any unauthorized assistance in taking quizzes, tests, or examinations or in preparing papers or other written assignments.
 - b. Submitting work previously presented in another course, unless specifically authorized by the instructor of the subsequent course.

- c. Using or consulting during an examination sources or materials not authorized by the instructor.
 - d. Altering or interfering with grading or grading instructions.
 - e. Obtaining or giving aid, in writing or orally, on an examination, unless specifically authorized by the instructor.
 - f. Obtaining unauthorized prior knowledge of an examination or, if such knowledge was obtained inadvertently, failing to make timely disclosure to the professor of such knowledge.
 - g. Doing work for another student or having one's work done by another person.
 - h. Committing any other act committed in the course of academic work which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.
7. **"Plagiarism"** is the intentional presentation of another person's idea or product as one's own. It includes, but is not limited to:
- a. Copying verbatim all or part of another person's written work without proper citation or attribution.
 - b. Paraphrasing ideas, theories, cases, conclusions, or research without proper attribution.
 - c. Using equations, charts, figures, illustrations, or mathematical or scientific solutions without citing the source.
 - d. Representing as one's own the original ideas (theories, models, principles, etc.), phrases, sentences, paragraphs, or parts thereof, or the specific substance of another person's work without giving appropriate credit.
 - e. Representing another person's scholarly works, computer programs, case studies, or artistic works as one's own.

C. DEFINITIONS OF MISCONDUCT

Misconduct includes:

- 1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the Law School, including furnishing false information in one's application to the Law School and/or as part of any application for financial aid.

2. Forgery, alteration, or misuse of Law School documents, records, or identification.
3. Obstruction or disruption of or tampering with any Law School or university activity, including teaching, research, administration, disciplinary, or public service functions, or of any authorized activities on university premises, including elections for any Law School student organization.
4. Physical abuse, verbal abuse, threats, intimidation, harassment, and/or any other conduct that threatens or endangers the health or safety of any member of the university community, wherever occurring.
5. Attempted theft or theft of or damage to property belonging to the Law School or university or to a member of the university community or to a visitor on university property.
6. Hazing, defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
7. Unauthorized possession, duplication, or use of keys to any university premises or vehicles or unauthorized entry to or use of university facilities or vehicles.
8. Use, possession, or distribution of illegal narcotic or dangerous drugs, wherever occurring, except as permitted by the law.
9. Public intoxication at Law School/university-sponsored or supervised activities, or use, possession, or distribution of alcoholic beverages except as expressly permitted by law and Law School/university policies.
10. Possession of firearms, explosives, other weapons, or dangerous chemicals on university premises without the prior authorization of the associate dean for law student services.
11. Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university-sponsored or supervised functions.
12. Disorderly conduct or lewd, indecent, or obscene conduct or expression or breach of the peace or aiding, abetting, or procuring another person to breach the peace on university premises or at Law School/university-sponsored or supervised functions.
13. Failure to comply with directions of Law School/university officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

14. Theft or other abuse of university technology/computer time, including but not limited to:

- a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose;
- b. Unauthorized transfer of a file;
- c. Unauthorized use of another individual's identification and password;
- d. Use of computing facilities to interfere with the work of another student, faculty member, or other member of the university community;
- e. Use of computing facilities to send obscene or abusive messages;
- f. Use of computing facilities to interfere with normal operation of the university computing system;
- g. Unauthorized use of facsimile machines, media equipment, or phone equipment (including voicemail).

15. Violations of federal, state, or local laws proscribing conduct that involves violence, dishonesty, and/or moral turpitude, wherever such conduct occurs.

D. VIOLATION OF LAW AND UNIVERSITY DISCIPLINE

- 1. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of these Standards of Student Conduct without regard to the pendency of civil litigation or criminal arrest and prosecution. Proceedings under these Standards of Student Conduct may be carried out before, simultaneously with, or following civil or criminal proceedings.
- 2. If the alleged offense is both a violation of law and subject to these Standards of Student Conduct, the Law School may advise off-campus authorities of the existence of these Standards of Student Conduct and of how such matters will be handled within the Law School community.

E. PROCEDURES

1. Informal Complaints

- a. Any member of the university community may bring an informal complaint against any law student for misconduct. Any informal complaint should be submitted as soon as possible after the event takes place and must be submitted within one year of the date of the conduct forming the basis of the complaint.

- b. An informal complaint shall be initiated with the associate dean for law student services. In the event that the matter involves conduct as to which the associate dean is or may be a witness or in which he or she has any interest or other involvement, the associate dean for law student services shall recuse himself or herself and shall refer the matter to the associate dean for academic affairs.
- c. The name of the complainant, the accused student, and all details with respect to the complaint and its disposition shall be maintained in a sealed record. Except under exceptional circumstances, such as legal compulsion or a complaint that is of such a serious nature that the Law School believes it is obligated to take independent formal action, all such information shall be kept confidential and will not be disclosed to any person.
- d. The associate dean for law student services shall inform the accused student of the complaint against him or her and may investigate to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the associate dean. If the associate dean for law student services concludes that no violation has occurred, the matter will be closed. If the associate dean for law student services determines that there was a violation of these Standards of Student Conduct but the parties come to a mutual resolution acceptable to the associate dean for law student services, such disposition shall be final and there shall be no subsequent proceedings.
- e. If the matter cannot be resolved to the satisfaction of the parties and the associate dean for law student services, the associate dean for law student services may initiate formal charges.

2. Formal Charges and Institution of Proceedings

- a. A request to file formal charges against any law student for misconduct may be acted upon only after a determination by the associate dean for law student services that such charges are justified. The associate dean for law student services may make such a determination: (1) upon being informed of the nature of the charges; (2) after the resolution referred to in Section F.1.e above; or, (3) upon further investigation into the substance of the informal charges. Formal charges shall be prepared in writing by the associate dean for law student services and should be submitted to the Dean as soon as possible after the event takes place or after the informal resolution referred to in Section F.1.e above. In every instance, formal charges must be submitted within one year of the date of the conduct forming the basis of the complaint.
- b. The associate dean for law student services shall promptly inform the accused student in writing of the charges against him or her.

- c. Written notification of the charges shall set forth:
 - i. The specific act or acts alleged to have constituted a violation of these Standards of Student Conduct;
 - ii. The time and place of hearing thereon; and,
 - iii. The members of the hearing panel before whom the matter will be heard.
- d. A copy of these Standards of Student Conduct and procedures shall be attached to the written notification of the charges.
- e. Notice shall be given either by hand delivery to the student or by mailing by certified or registered mail to the address appearing on the student's current registration.

3. Interim suspension

Pending action on charges, a student's status as a member of the university community will not be altered or his or her right to attend classes or perform his or her prescribed duties suspended, except under the following circumstances (as determined by the associate dean for law student services):

- a. To ensure the safety and well-being of members of the university community or preservation of university property;
- b. To ensure the student's own physical or emotional safety and well-being;
- c. If the student poses a definite threat of disruption of or interference with the normal operations of the university;
- d. If the student fails to attend the scheduled hearing on the disciplinary charges.

During the interim suspension, students shall be denied access to university facilities (including classes) and/or all other university activities or privileges for which the student might otherwise be eligible, as the associate dean for law student services may determine to be appropriate.

4. Hearing Panels

a. Assignment to Panel

A disciplinary matter relating to a law student shall be heard by the Law School's hearing panel. In the event the student is also registered for courses in another school within the university, the matter shall be assigned to the hearing panel of the school in which the student is currently doing a major portion of his or her work.

b. Composition of Hearing Panel

A hearing panel shall consist of the president of the Student Bar Association and members of the full-time faculty appointed by the dean. The dean shall appoint faculty as needed and, if possible, within two weeks after the opening of the fall semester of each academic year. Generally, the senior faculty member on the hearing panel shall serve as its chairperson.

c. Disqualification and Challenge

No person shall sit on any hearing panel in a matter that involves conduct to which he or she is or may be a witness or in which he or she has any interest or other involvement.

The student charged with a violation of these Standards of Student Conduct may peremptorily challenge one member of a hearing panel.

5. Conduct of hearing

Hearings shall be conducted by a hearing panel according to the following guidelines:

- a. Hearings normally shall be conducted in private. Unless an accused student requests an “open hearing” and this request can be granted without interfering with the orderly conduct of the hearing, all hearings shall be closed to all people other than the hearing panel, the complainant, and the accused student and their advisors, witnesses for both sides, and one representative of the Law School.
- b. Admission of any person to the hearing shall be at the discretion of the hearing panel and/or the associate dean for law student services.
- c. In hearings involving more than one accused student, the chairperson of the hearing panel, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
- d. The complainant and the accused student have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney.
- e. In cases where a disability or other factor is involved (the associate dean for law student services will make all such decisions and determinations based on Law School ADA guidelines), a designated person/assistant may be assigned and/or approved by the Law School.
- f. The complainant and the accused student will be given an opportunity to testify and present evidence and witnesses and to hear and question adverse witnesses. The accused student will be advised of the content of all statements made against him or her and the names of those who made them and be given an opportunity to rebut unfavorable inferences, which might otherwise be drawn.
- g. A hearing panel shall not consider any evidence unless it was introduced at the

hearing or stipulated to in writing or by entry in the record of the hearing by both parties.

- h. There shall be a single verbatim record, such as a tape recording, of all hearings before a hearing panel. The record shall be the property of the Law School and will be contained within the Office of the associate dean for law student services.
- i. All procedural questions are subject to the final decision of the associate dean for law student services (or designee).
- j. After the hearing, the hearing panel shall determine (by majority vote) whether the student has violated each section of the Standards of Student Conduct that the student is charged with violating.
- k. The hearing panel shall base its determination about whether the accused student has violated the Standards of Student Conduct on clear and convincing evidence.

6. Recommendation

The hearing panel shall submit a written report, consisting of findings of fact and a conclusion as to violation or non-violation. In the event a violation is found, the report shall also include a recommendation concerning the sanction to be imposed.

Copies of the report shall be delivered to the student charged and to the associate dean for law student services within 48 hours of rendition.

7. Sanctions

The following sanctions may be imposed by the associate dean for law student services upon any student found to have violated these Standards of Student Conduct. **Depending upon the jurisdiction in which the student plans to take the bar examination, the Law School may be required to inform the bar examining agency of any disciplinary hearing and/or sanction.**

- a. **Warning:** a notice in writing to the student that the student is violating or has violated institutional regulations.
- b. **Probation:** a written reprimand for violation of specified regulations. Probation is for a designated time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
- c. **Loss of privileges:** denial of specified privileges for a designated period.
- d. **Fines:** previously established and published fines may be imposed.
- e. **Restitution:** compensation for loss, damage or injury. This may take the form of appropriate community service (either within the university or outside the university) and/or monetary or material replacement.

- f. **Discretionary sanctions:** work assignments, service to the Law School or the university, or other related discretionary assignments (such assignments must have the prior approval of the associate dean for law student services).
- g. **Suspension:** separation of the student from the Law School for a definite period, after which the student is eligible to return. The hearing panel and/or the associate dean for law student services may specify conditions for readmission.
- h. **Expulsion:** permanent separation of the student from the Law School.

More than one of the sanctions listed above may be imposed for any single violation. In no event shall the sanction imposed by the associate dean for law student services be more severe than the sanction recommended by the hearing panel.

8. Appeals

If the sanction recommended is suspension or expulsion, an accused student may appeal the sanction and/or underlying decision to the dean of the Law School within five (5) school days of the student receiving written notification of the hearing panel's decision. Such appeals shall be in writing and shall be delivered to the associate dean for law student services. Appeals shall set forth:

- a. The specific determination or sanction being appealed;
- b. The basis for contesting the determination or sanction; and
- c. The relief requested.

Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:

- a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Standards of Student Conduct were violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
- b. To determine whether the decision reached regarding the accused student was based on clear and convincing evidence; that is, whether the facts in the case were sufficient to establish that a violation of the Standards of Student Conduct occurred.

- c. To determine whether the sanction(s) imposed were appropriate for the violation of the Standards of Student Conduct that the student was found to have committed.
- d. To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original hearing, because the person appealing did not know such evidence and/or facts at the time of the original hearing.

The Dean of the Law School shall respond to an appeal within 10 school days after the student files a notice of appeal with the associate dean for law student services. If the dean upholds an appeal as to a sanction, the dean may reduce the sanction on his or her own. If the dean upholds an appeal as to a determination of violation, the matter shall be remanded to the hearing panel for reopening of the hearing to allow reconsideration of the original determination and sanction(s).

Review of the sanction by the Dean may not result in more severe sanction(s) for the accused student.

F. INTERPRETATION AND REVISION

- 1. Any question of interpretation of these Standards of Student Code shall be referred to the associate dean for law student services or designee for final determination.
- 2. The Standards of Student Conduct shall be reviewed every five years under the direction of the associate dean for law student services.

FINANCIAL AID

The following is a summary of the financial aid programs offered at Golden Gate University School of Law. More detailed information is available from the School of Law Admissions and Financial Aid Office.

Most law students at Golden Gate University require some type of financial assistance to pay for their education. While Golden Gate University makes every effort to assist students, financial aid funding is limited and not all financial needs can be met. Therefore, students should make every attempt to supplement their financial aid with savings and summer employment.

A. GENERAL ELIGIBILITY

Most of the federal financial assistance for law students is available through Federal Title IV programs: Federal Perkins Loans, Federal Work-Study, and Federal Stafford Loans.

To be eligible for federal assistance for any given semester, a law student must:

1. Be a U.S. citizen or national, or a permanent resident;
2. Be enrolled at least half-time. (This status is distinct from the minimum enrollment in the part-time day or evening J.D. programs needed to earn ABA residency credit. The minimum number of units to earn residency credit in the fall or spring semesters is 8 units, and the minimum number of units to be eligible for financial aid is 6 units);
3. Continue to make satisfactory academic progress, which includes, among other criteria, maintaining the minimum GPA required for a degree program (see the “Satisfactory Academic Progress Policy” section in this handbook for more information);
4. Not be in default or have borrowed in excess of loan limits on any Title IV loan, or owe a refund on any Title IV grant at any institution without having made satisfactory repayment arrangements;
5. Demonstrate need for federal assistance; and
6. Attend a mandatory loan counseling entrance session and, upon graduating or dropping below half-time, complete a mandatory loan counseling exit session.

Visa-holding LL.M. students should consult the “International Students” section of this handbook.

B. STUDENT RESPONSIBILITIES

A student who wishes to receive financial aid must complete the following items each academic year:

1. Submit a Free Application for Federal Student Aid (FAFSA), available from the School of Law beginning in January or via the web at *www.fafsa.ed.gov*. **Students must submit their FAFSA by the March 1 priority deadline each year to be eligible for certain sources of aid** (e.g., Perkins Loans).
2. Submit a Golden Gate University School of Law Financial Aid Application (FAAP). Applications are available during the spring term for the following year. Students who intend to receive financial aid for the summer term, must submit a separate application.
3. Students may be required to submit a signed copy of their tax returns, W-2 forms, and the federal verification worksheet.
4. Students who receive financial aid award letters should carefully review the types of aid being offered. The Financial Aid Office will assume that all awards have been accepted if the “decline box” on the award letter has not been checked. Additionally, the student must sign and return the award letter to the School of Law Admissions and Financial Aid Office. The financial aid award letter for the fall and spring term is based on a nine-month budget. Students who attend summer school may be eligible for additional financial aid to cover tuition and living expenses for the summer months. Students who believe they have a unique situation (e.g., are married, have children, or have extensive medical expenses), should meet with their financial aid counselors to discuss their funding options.
5. Submit additional documents as requested by a financial aid counselor (i.e. Master Promissory Note (MPN), verification documents, etc.).
6. Students who are applying for alternative loans must contact their lenders directly and go through the loan approval process. Once a student is approved, they will receive a promissory note that must be signed and submitted to their lender. In most cases, the Admissions and Financial Aid Office certifies alternative loan applications electronically, unless otherwise requested by the lender.
7. Students sign a Master Promissory Note the first time they apply for the Stafford Loan, which will stay on file with their lenders. Students are not required to complete a Stafford Master Promissory (MPN) each year. A financial aid counselor will contact a student’s lender each year to request additional loan funds upon receipt of the signed financial aid award letter. The amount requested is the amount the student accepts on their financial aid award letter.

8. Students who receive a Federal Perkins Award or Work-Study Award must complete the required documents requested by their financial aid counselor in a timely manner or the funds may be awarded to other students.

Failure to complete the above items can result in delays or complete loss of all financial aid.

Further information about financial aid may be answered by a financial aid counselor, or by e-mailing *lawfao@ggu.edu*.

C. CAMPUS-BASED FINANCIAL AID

To be eligible to receive Federal Perkins Loans or Federal Work-Study assistance, a student must submit the Golden Gate University School of Law Financial Aid Application and the Free Application for Federal Student Aid (FAFSA) by the priority deadline. All additional documents, including tax returns, if requested, must be provided in a timely manner.

Students who meet filing deadlines will be given priority consideration for funding. Submitting applications in a timely fashion is essential. Because of limited funding, late applicants may be precluded from receiving certain forms of financial assistance.

1. Perkins Loan

To receive a Perkins Loan, a student must request an award on the School of Law Financial Aid Application. Priority is given to returning students with high need. If awarded a Perkins Loan, a student must complete additional loan documents in the School of Law Admissions and Financial Aid Office. Available funds are limited, and it is possible that in certain years, no funds are available. The maximum annual award is \$6,000.

2. Federal Work-Study

The Federal Work-Study Program was designed by the federal government to expand part-time employment opportunities for students with demonstrated financial need. Through this program, federal funds are used to pay a portion of the student's salary; the job provider is responsible for the remainder. The amount of work-study is based on a student's demonstrated financial need as well as on the availability of funds. The maximum award is \$6,000 per academic year.

In addition, the jobs developed under this program are intended to serve the public interest and thus meet the needs of the community and the university. Off-campus job providers are private employers or not-for-profit agencies or organizations in the public or private sectors. Private sector employment must be educationally relevant. No work-study student employee may displace previous employees, nor may the work-study job involve political or religious activities.

Work-study funds may be made available in periods of non-enrollment (e.g., summer). However, if you choose to accept federal work-study funds and you are not enrolled on at least a half-time basis, the net amount you earn will be considered a monetary resource for the next term in which you are enrolled at least half-time. Students should meet with their financial aid counselor for more information.

3. Public Interest Work-Study (Funded by the School of Law)

The School of Law established the Public Interest Work-Study (PIWS) Program to assist selected students in gaining summer (or fall if HLP) work experience at government agencies and public interest organizations. Through PIWS, the School of Law pays the job provider's portion of a student's salary to supplement federal work-study funds. In this way, students may work for job providers who are unable to pay the salary under the Federal Work-Study Program (described earlier). Private, for-profit employers are not eligible for public interest work-study.

Students must apply for, be awarded, and accept federal work-study funds in order to be eligible to apply for School of Law PIWS funds. All of the limitations on the use of federal work-study apply to PIWS. However, students enrolling as a visiting student at another law school are not eligible to receive PIWS funding. Two separate applications are required: one to the School of Law Admissions and Financial Aid Office for federal work-study funds and one to public interest advisor for PIWS funds. Students are responsible for reading and following the procedures for both applications and meeting both sets of deadlines. Information is listed in *Law School News*.

School of Law PIWS funds are limited and may not be given out on an annual basis. Historically, the number of students that apply exceed the number of PIWS placements that are available. Preference is given to students who have excellent academic records and are seeking to work for a job provider for which they have not worked previously in any capacity. Students will not be given School of Law PIWS funds to continue working for a job provider during the same semester they have worked for that job provider for academic credit.

Students are ineligible for School of Law PIWS funds if they are not in good academic standing, are likely to be disqualified, or if they will not be enrolled at the School of Law the following semester. Preference is given to students who have not been previously awarded PIWS. Approval of PIWS funds for a particular job provider is subject to the discretion of the public interest advisor and the School of Law Admissions and Financial Aid Office. The job provider must be a government agency or a non-profit organization. A job provider who employs any students under the regular Federal Work-Study Program is not eligible for placements under the School of Law PIWS Program.

All work-study recipients are employees of record of Golden Gate University, even if they are working for an off-campus job provider. Employment is governed by the personnel policies and practices of Golden Gate University. During periods of enrollment, students may work up to 19.5 hours per week, providing there is no conflict with class schedules. During periods of non-enrollment, or during an HLP apprenticeship, students may work up to 37.5 hours per week. Overtime is not allowed. Anything over 7.5 hours per day is considered overtime. Additionally, if you work more than 6.0 hours, a 30-minute break is required. The maximum allowable award is \$6,000 per academic year. Regardless of their award, students cannot work more than 999 hours per academic year.

D. PETITIONS

A student who experiences a change in circumstances (medical expenses, childcare expenses, emergencies, or extreme hardship) may apply for additional funds. Consumer debt (i.e. credit card debt or car loans) will not be considered for cost of attendance increases. To apply, students must submit a petition form, available only after meeting with a financial aid counselor, along with the requisite explanation of their circumstances and receipts/documentation to support the petition. Petitions may take 2 to 3 weeks to be reviewed. A student must agree to submit any additional documentation that is requested. All submitted documentation is confidential, and considered property of the University once it has been submitted and therefore will not be returned under any circumstances. All petitions are subject to the approval of the assistant director and assistant dean of the School of Law Admissions and Financial Aid Office. Any misrepresentation or falsifications will result in the denial of the petition and possible withdrawal of future loan funds.

E. EMERGENCY LOANS

The School of Law administers interest-free emergency loan funds, no more than one time per semester, for up to \$1,000. To apply for such a loan, the student must complete a loan application and promissory note, available from the School of Law Admissions and Financial Aid Office and submit the completed forms to that office for emergency loan committee approval. Unless otherwise approved by the assistant dean for admissions and financial aid, emergency loans will only be approved if the student has loan funds pending disbursement.

Emergency loans cannot be used to pay tuition or fees. Only one emergency loan can be approved per semester.

All emergency loans are to be repaid within 30 days. Failure to repay an emergency loan on time will adversely affect future loan approvals, future registration, etc.

F. EXTERNAL SOURCES OF FINANCIAL AID

In order to obtain adequate funding for a law school education, students are encouraged to explore additional avenues of funding. Reference guides to external scholarships are available in the university library. In addition, information about such programs is published in *Law School News* and kept on file in the School of Law Admissions and Financial Aid Office.

G. SCHOLARSHIP AND GRANT INFORMATION FOR CONTINUING STUDENTS

All School of Law scholarships and Perkins Loans are applied against tuition at Golden Gate University School of Law. Students cannot use these awards to pay tuition at another law school. Normally, half of the award is applied against fall tuition and half against spring tuition. Generally, merit scholarships, special scholarships, and School of Law loans cannot be applied toward summer school tuition, except in the case of students enrolled in the Honors Lawyering Program.

Returning students receiving merit or special scholarships are notified of all School of Law scholarships and loans by a letter mailed in late July from the Law Student Services Office or

the School of Law Admissions and Financial Aid Office. No information concerning scholarships can be given out until award letters are mailed.

A student who graduates early or who visits away may lose some of his or her award or may be able to apply the entire award to one semester, depending on the size of the award and the student's circumstances. A student in this situation must contact the associate dean for law student services immediately upon receiving the award letter.

H. J.D. STUDENT MERIT SCHOLARSHIPS

The School of Law adopted a new merit scholarship policy effective with all J.D. students starting January 2002.

1. Entering J.D. Student Merit Scholarships

The Admissions and Financial Aid Office awards Entering Student Merit Scholarships to eligible students. Entering Student Merit Scholarships for fall admit students are for only one academic year. Entering Student Merit Scholarships for midyear admission students are for only one semester. Full-tuition Entering Merit Scholarships may be used during the student's first summer even if he or she is not awarded a Full-tuition Continuing Merit Scholarship. Partial-tuition Entering Merit Scholarships may only be used during the fall and spring semesters (except for HLP students). Entering Student Merit Scholarships are not renewable.

2. Continuing J.D. Student Merit Scholarships

After the spring semester the registrar prepares a scholarship ranking based on required courses GPA which includes all non-transfer J.D. students who started law school the prior fall and spring semesters. Students in the top 20% of the scholarship ranking receive a Continuing Student Merit Scholarship based on academic achievement. The amount of the scholarship awarded is dependent on the student's scholarship ranking. Application for a Continuing Merit Scholarship is not necessary. For students who received an Entering Student Merit Scholarship, the amount will generally not be the same as the amount of their Entering Student Merit Scholarship. Students who did not receive an entering student merit scholarship may qualify for a continuing student merit scholarship.

Students who receive a Continuing Student Merit Scholarship for their second year of Law School must maintain a minimum GPA of 3.0 at the end of each spring semester in order to renew their scholarship for their third or fourth years. With the exception of Full-tuition scholarships (and HLP students), Continuing Merit Scholarships may not be used during the summer session.

3. Midyear Admission J.D. Students' Eligibility for Scholarships

The School of Law Admissions and Financial Aid Office awards Entering Student Merit Scholarships to eligible midyear admission (MYA) students. Entering Student Merit Scholarships for midyear admission students are for only one semester. Entering Student Merit Scholarships are not renewable.

After their first semester of law school, the entire midyear admission cohort is ranked unofficially only for purposes of Continuing Merit Scholarships, and Continuing Student Merit Scholarships are awarded to the top 20% of the cohort. There is no need to apply for a Continuing Merit Scholarship. For students who received an Entering Student Merit Scholarship, the amount will generally not be the same as the amount of their Entering Student Merit Scholarship. This MYA Continuing Merit Scholarship is for one academic year only and is not renewable. With the exception of Full-tuition scholarships (and HLP students), MYA Continuing Merit Scholarships may not be used during the summer session.

After their second spring semester, mid-year admission students will be ranked with fall admission students and will have a second opportunity to be awarded a Continuing Student Merit Scholarship depending on their scholarship ranking. Midyear admission students who have completed three semesters are eligible for any of the special scholarships, listed in this handbook. MYA students who receive a Continuing Merit Scholarship following their second spring semester must maintain a minimum GPA of 3.0 at the end of each spring semester in order to renew their scholarship for subsequent years. With the exception of Full-tuition scholarships (and HLP students), Continuing Merit Scholarships may not be used during the summer session.

I. FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

1. Measures of progress

All students who receive Title IV Federal Financial Aid must maintain financial aid satisfactory academic progress. Golden Gate University is required to periodically evaluate your progress toward your degree. Golden Gate University's Satisfactory Academic Progress policy evaluates your qualitative progress (GPA) as well as your quantitative progress (courses completed) as follows:

a. Qualitative (GPA) Measure of Progress

All financial aid recipients must demonstrate a certain level of academic achievement, as measured by the cumulative grade point average (GPA). The following GPAs represent the minimum cumulative GPA required to maintain a student's financial aid eligibility:

All J.D. degrees:	
Overall	2.00
Required courses	2.15
All LL.M.degrees	2.50
All graduate (non-law) degrees/certificates	3.00

b. Quantitative Measure of Progress

All students receiving financial aid must successfully complete at least 80% of the units attempted. Attempted units include all graded and transcribed units, all incomplete units, units from prior terms that were dropped after the first week of classes or that were not completed, and all transfer units. Completed units are those units for which the student has received grades and degree credit, including all transfer units.

In addition, students must complete at least 70% of the units for which they receive financial aid. Repeated courses will not be eligible for Title IV Federal Financial Aid and will be counted in attempted units. **However, a student will not receive degree credit twice for the same course, so a repeated course will not be counted as completed units.** Courses taken in audit or non-credit status are not included in either the number of units attempted or units completed. Likewise, courses taken in Open Enrollment status are not included, unless those course(s) are subsequently applied toward a degree or certification program. Satisfactory progress always measures what has happened in prior terms, so all registration and enrollment activity for the current term is excluded from the evaluations.

All students receiving financial aid must complete their degree programs within 150% of the timeframe required for the degree (rounded up to the nearest whole number of units) as measured by the number of units required for the degree. For example, the J.D. degree program requires 88 units for graduation. Students may attempt 110 units toward this degree before becoming ineligible for financial aid. Students should monitor their total loan debt to ensure they do not reach the maximum before completing their degrees. The federal governmental maximum aggregate amounts are as follows: subsidized stafford loans of \$65,500, if eligible, and unsubsidized stafford loans of \$73,000 for a total lifetime aggregate of \$138,500.

2. Probation

A student who falls below either measure will be placed automatically on financial aid probation for one semester. A student who has not met the minimum GPA requirements will have **one** probationary semester to raise his or her GPA up to the minimum required level. A student who did not achieve the 80% completion rate will have one probationary semester to raise his or her completion rate back up to 80%. If, at the end of the probationary semester, the student fails to gain satisfactory standing, the student's financial aid will be subject to cancellation. If a student does regain satisfactory standing at the end of this period, he or she will be removed from financial aid probation. Students are allowed only one probationary period. A student who drops below the minimum progress requirements a second time will not be given a second probationary period; their financial aid will be subject to cancellation immediately.

3. Appeals

Students who are unable to regain satisfactory academic standing at the end of a probationary period or whose financial aid is otherwise subject to cancellation, have the right to petition for an additional probationary period. A student who feels there were truly exceptional and/or unavoidable circumstances that prevented them from meeting the eligibility requirements, should submit a letter of appeal to their financial aid counselor, stating in detail the basis of their appeal, along with any supporting documentation. Supporting documentation must be detailed and specific as to its relevance to a student's request for an exception to this policy, and must provide information about the student's ability to continue in their program. The student's financial aid counselor will then make a recommendation to the university

financial aid review committee for a final decision. A student will be notified in writing of the outcome of their petition.

4. Reinstatement

A student whose financial aid is canceled after they fail to maintain satisfactory academic progress, must regain satisfactory standing in order for their eligibility for financial aid to be reinstated. This can be done two ways: a student can raise their cumulative GPA to the minimum required for their degree program, or, they can increase their completed-to-attempted units percentage by transferring additional units from another institution.

In certain circumstances, the university financial aid review committee will consider requests for reinstatement of eligibility from students who have not been able to regain satisfactory standing. In such cases, a student must submit a letter and documentation to their financial aid counselor, explaining their circumstances and documenting why the committee should approve their request. Some situations for which the committee would consider such a request are the serious illness of the student or the serious illness or death of an immediate family member. In all such cases, a student must be able to provide detailed documentation that is specific to their situation and to their ability to return successfully to classes.

Students who are returning to Golden Gate University after being academically disqualified will be evaluated on a term-by-term basis at the end of every term. In these cases, the minimum required GPA will be the term GPA, not a cumulative GPA.

J. SPECIAL SCHOLARSHIPS

The Law School receives and distributes funds from the sources listed below. Students must make special applications for these scholarships. Watch *Law School News* in the spring semester for details and deadlines. Students are notified of awards for special scholarships in July at the same time as they learn about all other Law School scholarships, grants, and loans.

1. All eligible FIRST-YEAR STUDENTS are considered for the following scholarships, which are awarded at the end of the first year by the Law Financial Aid Office.

- ⇒ The **Anne Marie Bourgeois Memorial Endowed Law Scholarship** was established in memory of a 1989 graduate. It is awarded to women students with prior experience in the legal field.
- ⇒ The **Louis Garcia Memorial Endowed Scholarship Fund** was established in memory of a 1952 graduate and the first Latino judge to serve in San Francisco. The primary objective of this fund is to assist minority students.

- ⇒ The **Diana Richmond Endowed Scholarship Fund** for African-Americans was funded with a major gift by Diana Richmond, a 1973 graduate and an established family practice lawyer in San Francisco. This award is given to African-American law students.
2. A separate application (including resume) must be submitted for each of the following scholarships (awarded by the Law School special scholarship committee, unless otherwise noted):
- ⇒ The **Alumni Association Endowed Scholarship** is awarded to law students in the top 15% of their class who have demonstrated leadership. The selection committee may consider financial need. (This scholarship is awarded by the University Alumni Association.)
- ⇒ The **Leon A. and Esther F. Blum Foundation Loan and Scholarship Program** provides financial aid to worthy students attending accredited law schools in San Francisco. (Not awarded by the special scholarship committee.)
- ⇒ The **Lawrence A. Cowen Scholarship Fund**, created by a bequest from one of the Law School's earliest graduates, provides scholarships to students based on financial need and other factors. (Not awarded by the special scholarship committee.)
- ⇒ The **Anthony J. Pagano Dean's Merit Scholarship**, named for the dean of the law school 1988–1998, is awarded at the discretion of the current dean to any law student with financial need who demonstrates outstanding achievement during law school.
- ⇒ The **Frederick W. Bradley Endowed Scholarship**, named for a 1966 graduate of the Law School, is awarded solely on the basis of financial need.
- ⇒ The **Phillip Burton Endowed Law Scholarship**, named in memory of the former U.S. congressman and 1953 Law School graduate, is awarded on the basis of academic achievement, commitment to community service, and financial need.
- ⇒ The **Linda Caputo Memorial Scholarship** was established by the friends, family, Law School faculty, and classmates of Linda Caputo, who graduated from the Law School in 1987 and struggled all her life with spina bifida. This scholarship is awarded to students who have overcome significant obstacles to obtain a legal education.
- ⇒ The **Martin S. Cohen Endowed Memorial Scholarship**, named for a former student, is awarded to Jewish students with demonstrated financial need and good academic standing.

- ⇒ The **Kevin J. Connell J.D. Memorial Endowed Scholarship Fund** was established in memory of a third-year student who died in spring 1995. The scholarship is awarded to students in good academic standing with demonstrated financial need, with preference given to veterans of the U.S. Armed Forces.
- ⇒ The **Environmental Law Scholarship** is awarded to a second- or third-year evening student with the most outstanding record in environmental law. An essay is required with the application.
- ⇒ The **Helen A. and John A. Gorfinkel Endowed Scholarship**, was established in memory of John Gorfinkel, a former professor and dean, and is awarded on the basis of need and academic achievement.
- ⇒ The **Richard W. Johnson Memorial Endowed Scholarship** was created and funded by classmates and friends of a 1965 graduate of the Law School. This scholarship, given to a student who has shown great academic improvement since starting law school, is awarded at the start of a student's third year.
- ⇒ The **Paul S. Jordan Endowed Law Scholarship** is named for a Law School faculty member, dean, and university trustee. Preference is given to students who demonstrate scholastic excellence and financial need.
- ⇒ The **Hugh Geoffrey Major Endowed Women's Law Scholarship** was established by Patricia Carson (a 1952 graduate) and named for her son. The scholarship is awarded to women law students with financial need and good academic standing.
- ⇒ The **Masud Mehran Endowed Fellowship** is named for a member of the university Board of Trustees since 1986. The fellowship is awarded to students in good academic standing with demonstrated financial need. Preference is given to individuals displaying entrepreneurial spirit and initiative.
- ⇒ The **Barbara M. Mathews Educational Scholarship** provides annual support for two women students who majored in humanities as undergraduates and who demonstrate financial need.
- ⇒ The **Joseph R. and June B. Rensch Endowed Scholarship** is awarded to upper-division students on the basis of need, academic achievement, and potential for business leadership.
- ⇒ The **Kathryn E. Ringgold Endowed Scholarship** is awarded to students with demonstrated financial need and solid academic standing, with preference given to women or African-Americans.
- ⇒ The **San Francisco Legal Auxiliary** awards a scholarship based on academic achievement and financial need to students who graduated from Bay Area high schools and plan to practice in the Bay Area.

- ⇒ The **Louie Sbarbaro Endowed Scholarship Fund** is named for a longtime bon vivant and raconteur who resided in Siskiyou County, California. This is a need-based scholarship, with preference given to students who resided in the northern part of California before entering law school.
- ⇒ The **Catherine Sherburne-Thompson Endowed Scholarship Fund** is named in memory of a 1956 law graduate and its first female faculty member. This fund provides assistance to part-time women students in their third or fourth year.
- ⇒ The **Professor James B. Smith Memorial Endowed Scholarship** is given to part-time women students with significant financial need or to older students of either gender.
- ⇒ The **Brad Swope Scholarship** is offered by the San Francisco Rotary Club to full-time or part-time law students who demonstrate academic excellence, leadership potential, contributions to the Law School and the legal community, and financial need.
- ⇒ The **Michael A. Zamperini/W. Clay Burchell Endowed Scholarship** is awarded to a gay or lesbian student who is beginning his or her final fall semester at the Law School. This scholarship is awarded based on overall academic achievement and academic performance in the Writing and Research courses. An essay is required with the application.
- ⇒ The **Joseph and Ruth Zukor Memorial Scholarship** was endowed by Ruth Zukor in memory of her husband, who graduated from the Law School in 1956. This scholarship is awarded to students who have demonstrated financial need and are in good academic standing.

INTERNATIONAL STUDENTS

The following policies apply to all students on F-1 or J-1 visas attending Golden Gate University School of Law in the J.D., LL.M., or S.J.D. programs. For SEVIS registration at the beginning of each semester and summer session, information updates, travel, academic advising, and change of status, F-1 students in the J.D., LL.M. Intellectual Property, and LL.M. and S.J.D. International programs must report to the SEVIS designated school official (DSO) in the J.D. admissions office.

F-1 students in the LL.M. U.S. Legal Studies, Taxation, and Environmental programs and all J-1 students must report to the SEVIS designated school official (DSO) in the LL.M. U.S. Legal Studies program office at 536 Mission Street, Room 3315 for the above matters, and for all employment-related matters, including curricular practical training and optional practical training.

Students who are not U.S. citizens or permanent residents and who hold a visa status other than F-1 or J-1 are not covered by the SEVIS system. They are subject to rules different from those mentioned in this section. Students with questions may contact the Law School DSOs for general information or referrals to legal assistance.

The university's International Admissions and Advising (IAA) office is located in the university admissions office on the first floor of 536 Mission Street. The IAA office offers general orientation and information programs for all foreign students throughout the academic year.

A. ARRIVAL, REGISTRATION, AND ORIENTATION

All F-1 and J-1 students must report to their assigned law school program DSO upon arrival. At the beginning of each semester the DSO will register the current semester start and end dates. The DSO will enter into the SEVIS system the date of the student's arrival at Golden Gate, thus enabling the student to register for courses. During the Orientation period, the DSO will copy the student's passport, I-20, I-94 and other immigration forms for the student file. The DSO will maintain a document file for every SEVIS student while he/she attends Golden Gate University and during the post-completion practical training period.

B. PASSPORTS

All F-1 and J-1 students should have at least 6 months until passport expiration.

C. REPORTABLE EVENTS

While enrolled at Golden Gate University, students must report within 10 days all "reportable events" to the DSO for entry into SEVIS within the time period required by law. Failure to do so can cause a student to fall out of status and the student could be deported. SEVIS reportable events are: a change of name or address; a change of program or enrollment status, including transfers between programs at Golden Gate; failure to maintain status or complete the program; early graduation or program completion prior to the end date on the SEVIS I-20; disciplinary action taken by the school or as a result of the student being convicted of a crime; any change involving dependents, such as adding dependents, name or

address change of dependents. At the beginning of each semester the DSO is required to report registration information for all SEVIS students.

D. RECORD-KEEPING REQUIREMENTS

In addition to SEVIS reportable events, DSOs are required to keep records of the following events:

1. Travel

An F-1 or J-1 student planning to travel out of the country must report to the DSO before traveling. Unfortunately, some foreign students have encountered difficulties entering the country on student visas. To minimize delays, a student should be certain that the DSO has his travel information. Be sure to get a DSO travel signature on page 3 of your I-20 before traveling outside the U.S. The student should carry his passport, immigration documents, and proof of enrollment at Golden Gate when traveling.

2. Full Course of Study and Continuous Enrollment Requirements

A full course of study for J.D. students is 8 units per semester. The LL.M. and S.J.D. programs have full course of study requirements set by their directors and academic committees. Students must seek academic advising to be certain they maintain a full course of study while attending Golden Gate. The SEVIS regulations permit medical leave and certain other exceptions to the full course of study requirement, but every student must have the approval of the program director and the DSO before departing from the full course of study requirement. In addition, every student should have advising to understand the consequences of such departure.

3. Program Extension

Students who need more time to complete the program than has been entered in the initial I-20 must see the DSO and file for a program extension 30 days before the end date on the I-20.

4. Employment

In general, F-1 and J-1 students are not eligible to work while attending school. However, four exceptions apply.

a. On campus Employment

F-1 and J-1 students may work up to 20 hours per week on campus, in libraries, school offices and the like.

b. Curricular Practical Training

F-1 students in LL.M. and S.J.D. programs may work in law-related employment to satisfy the practical training requirements of the LL.M. or S.J.D. program. To become eligible for CPT, students must meet the language requirement, complete the required first semester courses, and work with the Career Services Office to present an appropriate resume to help locate a placement. For CPT forms and instructions, students should see their DSO or the Career Services LL.M. advisor.

c. **Optional Practical Training**

F-1 students may spend up to one year after graduation working in the U.S. in a law-related placement. To qualify for OPT, the student must apply before the last day of the semester of graduation. Because of the long wait for the OPT Employment Authorization Document, we recommend that students apply for OPT at the beginning of their final semester. For assistance, students should contact their DSO or the Career Services LL.M. advisor.

d. **Academic Training**

J-1 students have work opportunities similar to those permitted F-1 students. The rules and deadlines differ slightly, but in general J-1 students may work during and after their studies in law related practical training positions. For assistance, students should contact their ARO or the Career Services LL.M. advisor.

e. **Economic Hardship**

Though it is extremely difficult to qualify for economic hardship, there is an application process for this employment authorization. For more information, students may contact their DSO.

E. DEPENDENTS

Dependents entering the U.S. while their parents or guardians are studying at Golden Gate University will need F-2 or J-2 visas, additional financial certification, a Taxpayer ID number and special registration. For more information, students should contact the DSO/ARO for their program or the U.S. Department of Homeland Security (DHS).

F. SOCIAL SECURITY NUMBERS

The current relationship between the Social Security administration and the BCIS (formerly INS) is in flux. Therefore various social security offices have different policies regarding issuing social security numbers to visa holding students. A Taxpayer ID number can be obtained and used to open a bank account, rent housing and obtain a driver's license. Students who get a job under a Law School practical training program will be able to get a social security number. Details and application forms can be obtained from the DSO.

G. FINANCIAL AID

Generally, financial aid, including loans supported by the U.S. government, is not available to visa holding students. However, some international agencies provide loans grants and scholarships for U.S. study. Further information can be found on the Law School website at www.ggu.edu.

H. STUDENTS FROM CERTAIN COUNTRIES

New regulations promulgated by the Department of Homeland Security (DHS) require that students from certain African, Asian and Middle Eastern nations register directly with DHS while they are studying at Golden Gate. An updated list of the affected countries can be found on *GGU Online* in the LL.M. folder.

I. DEPARTMENT OF HOMELAND SECURITY (DHS)

On March 1, 2003 the immigration functions of the Immigration and Naturalization Service were transferred to three new bureaus within the Department of Homeland Security (DHS). The US CIS Bureau of Citizenship and Immigration Services is responsible for most applications and adjudications that were, in the past, handled by INS. The US ICE Bureau of Immigration and Customs Enforcement is responsible for immigration investigation, detention, removal, intelligence, and SEVIS. The US CBP Bureau of Customs and Border Protection is responsible for immigration inspections at U.S. ports of entry, for the Border Patrol, and for Customs Service.

J. FORMS

The most common forms a student will encounter while studying at Golden Gate University are:

- ⇒ AR-11 Change of address form
- ⇒ I-94 Arrival-Departure Record
- ⇒ I-539 Applicant to Change/Extend non-immigrant status
- ⇒ I-765 Application for Employment Authorization

These forms are available on the web at <http://uscis.gov/graphics/formsfee/index.htm> or from a SEVIS DSO.

POLICY AND PROCEDURES FOR THE PROVISION OF SERVICES TO STUDENTS WITH DISABILITIES

(Faculty Approved, May 2, 2003)¹

In recent years, Golden Gate University School of Law has been faced with an increasing number of both pre-admission and post-admission decisions involving students with disabilities. As a result, we have decided to adopt this policy and the accompanying procedures to deal with such students.

While this policy touches briefly on admissions issues, it is primarily directed to students who have already been admitted to the Law School through the normal admissions process and have thus been deemed qualified to undertake the academic program.

It is the Law School's policy that enrolled students who have disabilities shall be given reasonable accommodations. Furthermore, the Law School has recognized its legal obligation to make reasonable adjustments or accommodations designed to provide overall educational program accessibility for otherwise qualified persons with disabilities. In providing greater access to qualified students with disabilities, the Law School demonstrates its belief that the legal profession will benefit from the skills and talents of these individuals.

Golden Gate University School of Law seeks to accommodate students with disabilities on an individual basis. Individual students are given reasonable and necessary accommodations based on specific information and assessment data documented by a qualified professional. The Office of Student Services makes available information as to the existence and location of services, activities and facilities that are accessible to and usable by persons with disabilities. The associate dean for law student services shall administer the program for adjustments or accommodations.

The associate dean for law student services is the senior Law School administrator responsible for campus policies affecting students with disabilities. The associate dean for law student services, in consultation with faculty, counsel and other experts when necessary, ensures that these policies are both educationally sound and responsive to the needs of students with disabilities. While the Law School will strive to accommodate students as fully as possible, reasonable adjustments or accommodations do not include measures which fundamentally alter the academic program of the Law School or which place an undue financial burden on the Law School.

1. The scope of this statement of Policy and Procedures is limited to students with disabilities. This statement of Policy and Procedures does not address obligations of the Law School regarding faculty or staff members with disabilities.

A. DEFINITIONS

1. **Person with a Disability:** Any person who (i) has a physical or mental impairment which substantially limits one or more major life activities; (ii) has a record of such impairments; or (iii) is regarded as having such impairment.
2. **Otherwise Qualified Person with a Disability:** An individual with a disability who meets the academic and technical standards requisite to admission and participation in the Law School's educational program and activities. The qualifications for participating in the Law School's educational program include but are not limited to the ability "to understand, analyze, apply and communicate legal concepts."

B. ADMISSIONS POLICY AND PROCEDURES

1. Admissions Policy

In the admission process, the Law School does not discriminate on the basis of a disability. Any information concerning an applicant's disability provided during the admissions process shall be on a voluntary or optional basis and shall be kept in accordance with state and federal laws relating to confidentiality. The Law School shall use this information only for the purpose of assessing how the students have overcome past performance difficulties that the students may have experienced due to disabilities as reflected in his or her academic records. No limitations will be placed on the number or proportion of persons with disabilities who may be admitted or enrolled at the Law School.

When assessing the qualifications of an applicant with a disability, evaluators consider other relevant factors, including the undergraduate record, educational program, work experience, and any other information that the applicant supplies. An indication by the Law School Admission Council (LSAC) that an applicant took the LSAT under accommodated conditions shall not be used as a basis for discrimination. Rather, the nonstandard testing conditions shall be viewed as necessary reasonable accommodations which have been accorded only after proper evaluation by LSAC and which do not result in an unfair advantage or inflated score. The Law School recognizes that applicants with disabilities may have Law School Admissions Test (LSAT) scores which may fail to reflect accurately their abilities due to the inability of LSAC and the LSAT to compensate adequately for all forms of disabilities.

2. Post Admission Inquiries

After admission of an applicant, the Law School will invite and encourage voluntary self-identification by students with disabilities for purposes of verifying the disability and identifying the reasonable accommodations that the Law School will provide to the student. The Law School will strive to determine the accommodations to be provided before the student matriculates in an effort to have accommodations in place when the student commences study.

C. POLICY AND PROCEDURES FOR ENROLLED STUDENTS

1. Policy of Non-Discrimination Based on Disability

The Law School shall provide reasonable academic adjustments or accommodations necessary to afford equal opportunity and full participation in all Law School programs for qualified students with professionally verified disabilities. These adjustments or accommodations will be provided in the most integrated setting appropriate to the student's needs. In particular:

- a. Students with disabilities shall have the opportunity to participate in Law School programs, and activities such as scholarly publications, interscholastic competitions, clinics, and externships, if they qualify for such programs or activities.
- b. No registered student organization shall discriminate in its membership practices on the basis of disability.
- c. The Law School will not provide assistance to outside organizations or persons that discriminate against students on the basis of disability.
- d. To the extent necessary to accommodate a student with a particular disability, and to the extent deemed reasonable and consistent with the academic program, course examinations and other procedures for evaluating students' academic achievement will be adapted and administered so as to minimize the effect of the disability and accurately measure the student's achievement in the course.
- e. The Law School shall provide personal counseling, academic advising, and career services without discrimination on the basis of disability. In particular, qualified students with disabilities will not be counseled toward more restrictive career objectives than are other students with similar interests and abilities.
- f. In providing financial assistance to qualified students, the Law School may not provide less assistance, limit eligibility for assistance, or otherwise discriminate on the basis of disability.
- g. The location of programs within the physical plant will provide equal access to mobility and visually impaired students to the extent reasonably possible. In the design of new construction or renovation of existing buildings and facilities the Law School will strive to incorporate principles of barrier free design.

2. Procedures for Determining Disability and Accommodations

a. Verification of Physical or Mental Impairment

A student with a physical or mental impairment, other than a learning disability, must provide professional verification certified by a licensed physician,

psychologist, psychiatrist, audiologist, speech pathologist, rehabilitation counselor, physical therapist, occupational therapist, or other professional health care provider who is qualified in the diagnosis of the disability. The verification must reflect the student's present level of functioning of the major life activity affected by the disability.

The student shall provide the verification documentation to the associate dean for law student services. The cost of obtaining the professional verification shall be borne by the student.

If the initial verification is incomplete or inadequate to determine the present extent of the disability and appropriate accommodations, the Law School shall have the discretion to require supplemental assessment of a physical or mental impairment. The cost of the supplemental assessment shall be borne by the student.

If the Law School requires an additional assessment for purposes of obtaining a second professional opinion, then the Law School shall bear any cost not covered by any third party payor.

b. Verification of Learning Disability

A student with a learning disability must provide professional testing and evaluation results that reflect the individual's present level of processing information and present achievement level. The cost of obtaining the professional verification shall be borne by the student.

The four criteria necessary to establish a student's eligibility for learning disability adjustments or accommodations are: (1) average or above average intelligence as measured by a standardized intelligence test which includes assessment of verbal and non-verbal abilities; (2) the presence of a cognitive-achievement discrepancy or an intra-cognitive discrepancy indicated by a score on a standardized test of achievement which is 1.5 standard deviations or more below the level corresponding to a student's sub-scale or full-scale IQ; (3) the presence of disorders in cognitive or sensory processing such as those related to memory, language, or attention; and (4) an absence of other primary causal factors leading to achievement below expectations such as visual or auditory disabilities, emotional or behavioral disorders, a lack of opportunity to learn due to cultural or socioeconomic circumstances, or deficiencies in intellectual ability.

Documentation verifying the learning disability must:

1. Be prepared by a professional qualified to diagnose a learning disability, including but not limited to a licensed physician, learning disability specialist, or psychologist;
2. Include the testing procedures followed, the instruments used to assess the disability, the test results, and a written interpretation of the test results by the professional;

3. Reflect the individual's present level of functioning in the achievement areas of reading comprehension, reading rate, written expression, writing mechanics and vocabulary, writing, grammar, and spelling; and
4. Reflect the individual's present level of functioning in the areas of intelligence and processing skills.

The assessment must provide data that support the requests for any academic adjustment. In the event that a student requests an academic adjustment or accommodation that is not supported by the data in the assessment, or if the initial verification is incomplete or inadequate to determine the extent of the disability, then it is incumbent on the student to obtain supplemental testing or assessment at the student's expense.

If the Law School requires an additional assessment for purposes of obtaining a second professional opinion, then the Law School shall bear any cost not covered by any third party provider.

For students seeking accommodations for AD(H)D, attention deficit disorder, students will be required to meet the following requirements for documentation:

1. Documentation must include the name, title, professional credentials, area of specialization, employer, and state in which the individual is licensed or otherwise approved to practice.
2. Appropriate professionals for diagnosing AD(H)D are licensed clinical or educational psychologists and medical doctors (usually a psychiatrist with a specialization in AD(H)D).
3. Documentation for AD(H)D is required in two parts:
 - i. Letter from psychologist or psychiatrist providing the dates of evaluation and DSM-IV diagnosis;
 - ii. Results of a cognitive-educational evaluation which demonstrate the functional limitations of the individual in an academic environment caused by the AD(H)D. The report should substantiate the need for specific academic accommodations. Cognitive-educational evaluations are typically performed by psychologists or learning specialists. For specific documentation requirements for cognitive-educational testing, please refer to the Learning Disability Documentation Guidelines.
4. Generally, medical verification of AD(H)D should not exceed 5 years. Cognitive-educational evaluations should be no older than 3 to 5 years.

c. **Verification of Temporary Disability**

Students seeking accommodations on the basis of a temporary disability must provide documentation verifying the nature of the condition, stating the expected duration of the condition, and describing the accommodations deemed necessary.

A professional health care provider who is qualified in the diagnosis of such conditions must provide such verification. The assessment or verification of disability must reflect the student's current level of disability and shall be no older than 60 days. The cost of obtaining the professional verification shall be borne by the student.

If the initial verification is incomplete or inadequate to determine the extent of the disability and appropriate accommodations, the Law School shall have the discretion to require supplemental assessment of a temporary disability. The cost of the supplemental assessment shall be borne by the student. If the Law School requires an additional assessment for purposes of obtaining a second professional opinion, then the Law School shall bear the cost.

d. **Determination of Reasonable Accommodations**

1. The associate dean for law student services will review all documents submitted to verify a disability and shall conduct a personal interview to explore the needs of the student in the Law School setting. In those circumstances in which the associate dean for law student services is not qualified to verify a disability, and in all cases in which a student submits documentation of a learning disability, the associate dean for law student services shall consult with a qualified professional about the documentation and the accommodations sought. Any cost incurred in pursuing such a consultation shall be borne by the Law School.
2. Students will be asked to submit to the associate dean for law student services a history of academic adjustments and accommodations received in post-secondary institutions or in places of employment. Such a history of adjustments and accommodations will be subject to verification by the institution or place of employment that facilitated the adjustments or accommodations.
3. After considering the verification documents, the results of the personal interview, and the history of academic adjustments and accommodations, and, when appropriate, the report of a qualified consultant, the associate dean for law student services shall propose a schedule of the academic adjustments and accommodations appropriate for the student to receive from the Law School. In arriving at the proposal, the associate dean for law student services shall consult with appropriate faculty, administrative staff of the Law School and professional consultants to the Law School.
4. Reasonable academic adjustments and accommodations designed to provide equal opportunity to students with disabilities shall be made in the following two areas:

- i. **Academic Program.** Adjustments in this category include those necessary to enable a student to enroll in, study for, attend and participate in classes, and may include modification of course load.
 - ii. **Examinations.** Examination adjustments and accommodations will be made as necessary to minimize the effect of a particular disability.
 - 5. The associate dean for law student services shall present the proposed schedule of academic adjustments and accommodations to the student in writing.
 - 6. Each student receiving academic adjustments or accommodations shall meet upon request with the associate dean for law student services to evaluate the effectiveness of the academic adjustments and accommodations in place. Each student shall immediately report any dissatisfaction with an academic adjustment or accommodation to the associate dean for law student services. Additionally, the schedule shall be subject to review and possible termination upon any change in the nature of the student's disability or the student's failure to properly utilize the services provided.
 - 7. Services for students who improperly procure adjustments or accommodations under this policy will be immediately terminated and the student may be subject to possible disciplinary action, under the Standards of Student Conduct.
 - 8. Subject to applicable rules of confidentiality, the associate dean for law student services shall provide information to appropriate administrative staff and faculty when necessary to arrange for efficient administration of academic adjustments and accommodations.
- 3. Procedures for a Student Seeking Accommodations for a Particular Semester**
 A student who wishes to receive academic adjustments (including exam accommodations) or auxiliary aids must:
- a. Submit to the associate dean for law student services a Request for Accommodations form each semester by the announced deadline. That form requires the student to include his or her semester schedule.
 - b. Inform the associate dean for law student services immediately of any subsequent changes in the schedule.
 - c. Notify the associate dean for law student services if the student plans to make up an Incomplete.
 - d. Inform the associate dean for law student services of any changes in his or her condition which affect the need for academic adjustments or auxiliary aids.

- e. Request additional or different academic adjustments or auxiliary aids by submitting a timely written request to the associate dean for law student services with supporting documentation, if requested.
- f. Complete a form acknowledging receipt of accommodations for each exam.
- g. Notify the associate dean for law student services in writing if the student experiences problems with any academic adjustments or auxiliary aids provided by the Law School.

4. Records and Privacy

- a. The Law School shall maintain confidential records within the Student Services Office relating to academic adjustments and accommodations based upon disability. The records shall include the documentation submitted to verify the disability.
- b. All documents produced by consultants in the performance of services for the Law School shall be and shall remain the property of the Law School.

5. Disqualified Student Appeals

Upon receipt by the academic standards committee of a petition for probation or re-admission from a student who identifies himself or herself as disabled, the petition will be supplemented by a report from the associate dean for law student services providing, in a summary chronological form any available information regarding the nature of the disability; the extent to which it affects the student's ability to participate or perform in the academic program; the academic adjustment(s) requested by the student; those adjustments granted, if any; and any other information contained in the student's file relevant to the petition. In any event, the academic standards committee may request to see the actual records of the student maintained by the associate dean for law student services.

6. Post-Graduation Policy and Services

- a. The Law School will assist students in documenting accommodations received during Law School as an aid in requesting accommodations for bar examinations.
- b. The Law Career Services Office will aid all graduates, with or without disabilities, in developing career opportunities after the completion of studies at Golden Gate University School of Law.
- c. The Law School has a policy of non-discrimination on the basis of disability in all alumni activities that are a part of the official program of the Law School or that involve the participation of applicants or enrolled students.

7. Grievances

All student-initiated grievances shall be heard according to the following procedures:

a. Informal Resolution

A student who believes that he or she has encountered a violation of the policies listed herein is encouraged to notify the associate dean of law student services as early as possible after the incident. In the event that the party against whom the grievance is filed is the associate dean for law student services, then the grievance shall be filed with the associate dean for academic affairs. The associate dean for law student services (or the Academic Dean) may dispose of the matter informally or refer it for hearing to a hearing by the ADA appeals panel.

If the matter is handled informally and the aggrieved student agrees with its disposition, the disposition shall be final. If the matter is handled informally and the aggrieved student disagrees with its disposition, a hearing the ADA Appeals panel shall be held.

Before final action on a grievance, the associate dean for law student services (or the Academic Dean) may impose any appropriate measure on an interim basis when there is reasonable cause to believe that such action is needed for the health, safety, or welfare of the student or other members of the Law School community or to avoid disruption to the academic process. Notice shall be given expeditiously of action hereunder. Where interim measures are imposed, the grievance process shall proceed in an expedited manner.

Except as provided above, the parties to the grievance shall maintain the status quo and no services shall be removed or additional obligations imposed.

b. Formal Resolution

To institute a formal grievance, the student shall file a written grievance with the associate dean for law student services (or the associate dean for academic affairs, if the associate dean for law student services is a party in the grievance). The grievance will then be forwarded to the ADA Appeals Panel.

The student and the respondent shall be given written notice, within a reasonable time prior to the hearing, including a brief statement of the factual basis of the grievance, the Law School policies or regulations in regard to the matter and the time and place of the hearing.

The student and the respondent shall have the opportunity to present documents and witnesses and to confront and cross-examine witnesses.

The Panel shall make an adequate record of the hearing by written memorandum, tape recording, or otherwise.

The hearing shall be open unless the student, the Law School, or a majority of the Panel requests that it be closed.

The ADA Appeals Panel shall render an expeditious written decision which shall include findings of fact, conclusions, and, if appropriate, remedies.

The Panel shall have the discretion to prescribe its procedures for matters not addressed herein. For example, the Panel may require that oral evidence be taken only on oath or affirmation and/or that any relevant evidence be admitted if it is the sort of evidence on which responsible people are accustomed to rely in the conduct of serious affairs, regardless of the existence of any common law or statutory rule that might make improper the admission of the evidence over objection in civil actions. Hearsay evidence may be used for the purpose of supplementing or explaining other evidence but shall not be sufficient in itself to support a finding, unless it would be admissible over objection in civil actions.

The committee may seek independent testimony from experts whether or not the parties presented testimony from experts at the hearing.

c. **Appeal to the Dean**

An aggrieved student may appeal the decision of the ADA Appeals Panel to the Dean of the Law School in writing within 10 days of the date of the decision.

On appeal, the Dean shall review the written decision of the ADA Appeals Panel. The Dean may affirm or reverse or modify the panel's decision.

The Dean shall issue a written decision affirming, overruling, or modifying the decision of the hearing committee. A copy shall be sent to the student and the members of the ADA Appeals Panel.

If the Dean overrules or modifies in any respect the decision of the panel, his or her written decision shall include the reasons for the modification of the decision of the panel.

The decision of the Dean of the Law School is final.

d. **Expedited Grievance Procedures**

Expedited grievance procedures shall be utilized where there is a time-sensitive grievance, for example, a dispute over a student with disabilities' exam accommodations or matters related to an impending bar examination.

In addition, any grievance may be designated for expedited grievance process by the associate dean for law student services or the Academic Dean.

The informal resolutions process of expedited grievances shall be concluded within 3 days of the filing of the grievance. If the matter is not resolved informally within that time, the matter shall be referred to a hearing. The

ADA Appeals Panel shall be convened within 7 days of the referral for hearing.

The panel shall issue a decision within 7 days after conclusion of the hearing. Any appeal to the Dean shall be made within 3 days of the date of the decision of the Panel. The Dean shall issue a written decision within 5 days of the appeal.

SEXUAL HARASSMENT AND SEXUAL AND/OR ROMANTIC RELATIONSHIPS BETWEEN STUDENTS AND FACULTY/ADMINISTRATORS

A. DEFINITION

Sexual harassment consists of unwanted sexual conduct including sexual advances; requests for sexual favors; and other visual, verbal, or physical conduct of a sexual nature when:

1. It is implicitly or explicitly suggested that submission to or rejection of the conduct by the student will be a factor in academic or employment decisions or evaluations affecting the student, or in decisions whether the student will be permitted to participate in a Law School activity; or
2. The conduct is severe or pervasive and has the purpose or effect of interfering with a student's academic performance by creating a hostile and unacceptable educational or work environment, as determined by a reasonable person.

The determination of what constitutes sexual harassment depends upon the specific facts and the context in which the conduct occurs. Sexual harassment may take many forms. It may be subtle and indirect or blatant and overt. It may be conduct affecting an individual of the opposite sex or conduct affecting an individual of the same sex. It may occur between peers or between individuals in a hierarchical relationship. The key question is whether the conduct objectively constitutes harassment, regardless of the intentions of the actor.

Sexual harassment by anyone, whether faculty, student, or administrator, is prohibited.

B. SEXUAL AND/OR ROMANTIC RELATIONSHIPS BETWEEN STUDENTS AND FACULTY OR ADMINISTRATORS

1. Full-time Faculty and Administrators

Effective as of the date of the adoption of this policy, Law School policy prohibits sexual and/or romantic relationships between full-time faculty or full-time senior administrators and any student currently enrolled in the Law School. The period of enrollment begins when a student accepts admission and continues until the student declines admission, withdraws, is withdrawn, or graduates. This prohibition shall not apply to situations where the full-time faculty member or senior administrator had a sexual and/or romantic relationship with the student in question prior to the time that the student enrolled in the Law School. However, a professor or administrator with such a pre-existing relationship with a student normally should avoid roles with direct professional responsibility for that student.

Senior administrators, for purposes of this policy, are all administrators in a position to affect a student's academic, financial or employment opportunities, including but not limited to deans, registrars, director of career services, and director of financial aid.

2. Adjunct Faculty

Law School policy prohibits sexual and/or romantic relationships between any adjunct professor and a student enrolled in that faculty member's class.

C. COMPLAINT PROCEDURES

Informal or formal complaints regarding alleged violations of the above policies may be filed under the Law School's Sexual Harassment Complaint Procedures.

D. COMMENTARY

The Law School should embody the highest standards of professionalism, integrity, and mutual respect. The professional obligations of a law professor or senior administrator include refraining from any conduct that poses a serious risk of undermining the educational environment for any student at the Law School. The faculty, administrators, and students of the Law School interact in a variety of settings. Various personal and professional relationships inevitably develop in the context of the classroom, office hours, committees, luncheons, events, etc. The Law School should be a cooperative environment where learning and the free exchange of ideas are valued. Thus, faculty and students must be able to form mentor/mentee relationships based on mutual respect and trust in the context of an academic and professional setting. Thus, faculty members must be free to evaluate and assist students fairly and without favoritism. All students must be free to endure intellectually with faculty. Relationships formed between faculty and students are affected by the context of the Law School environment, which includes the unequal distribution of power between faculty and students.

For these reasons, and in furtherance of a positive educational and professional environment, the Law School prohibits relationships of a sexual and/or romantic nature between faculty and students. These relationships have profound effects upon the student body, other faculty members, and the involved students and faculty members themselves. They inappropriately take the student/faculty relationship out of an academic context and complicate the teacher/student or mentor/mentee relationship with issues of a romantic and/or sexual nature. They may also create a hostile and unacceptable environment for other members of the Law School community.

The prohibition on faculty/student romantic or sexual relationships is intended to dispel any unfairness or appearance of unfairness that can be caused by such relationships. Rather than chilling meaningful personal relationships between faculty and students, these policies are intended to enhance the roles of professors and administrators as teachers, scholars, counselors, mentors, and friends of law students. These rich personal relationships between faculty and students are an important strength of the Law School community.

These policies do not replace but instead supplement the Law School's existing policies of nondiscrimination on the basis of sex, race, color, national origin, sexual orientation, age, disability, or veteran status. These policies are not intended to replace applicable local, state, or federal law or University policy.

E. SEXUAL HARASSMENT COMPLAINT PROCEDURE

The charging student has two options: an informal or a formal complaint.

I. Informal Complaint:

- A. An informal complaint shall be initiated with the Dean of Students of the University, the Dean of the Law School, or the associate dean for law student services of the Law School, as the student wishes.
- B. An informal complaint shall not be in writing, and the process shall not result in a written report.
- C. The name of the complainant and all details with respect to the claim and its disposition shall be maintained in a sealed record. Except under exceptional circumstances, such as legal compulsion, or a complaint which is of such a serious nature that the Law School believes it is obligated to take independent formal action, all such information will be kept confidential and will not be disclosed to any person.
- D. There shall be no formal investigation, and, if the complaint is directed at a member of the Law School faculty or staff, the matter shall be concluded with an informal discussion between the Law School Dean and, if the Dean believes appropriate, the Director of Human Resources, and the alleged offender whom the Dean informs about the nature and substance of the complaint. If the complaint is directed at a Law School student, the matter shall be concluded with an informal discussion between the Law School associate dean for law student services and the student against whom the complaint was made. If the complaint was initiated with the associate dean for law student services, both that Dean and the Law School associate dean for law student services shall be present at such discussion. At the discussion, the Dean shall inform the student about the nature and substance of the complaint. The focus of the discussion shall be to raise the sensitivity of the person complained about to incidents of the kind alleged for the purpose of attempting to avoid similar incidents in the future.
- E. The discussion must be held within 30 days after the filing of the complaint.
 - 1. After the discussion with the accused harasser, the Dean shall meet with and inform the student of the discussion and that the matter is forthwith closed, and shall confirm such fact in writing. If the student wishes to continue to pursue the matter he or she may initiate a formal complaint at any time within one year of the date of the conduct which is the basis of the complaint.

II. Formal Complaint

A. If the Accused Harasser is Faculty or Staff:

1. A formal complaint shall be initiated by filing a written complaint with the University Director of Human Resources or the Dean of Students of the University, the Dean of the Law School, or the associate dean for law student services of the Law School, within one year of the date of the conduct which is the basis of the complaint. If the complaint is filed with anyone other than the University Director of Human Resources, the person with whom such complaint has been filed shall, within 5 working days, forward a copy of such complaint to the University director of human resources. Prompt filing is encouraged. All University personnel shall make every effort to maintain confidentiality with respect to the complainant, and shall only divulge the name of the complainant, the circumstances of the complaint, and the disposition of the matter, to those people who have a legitimate need to know.
2. There shall be a formal investigation made by or under the direction of the director of the University Department of Human Resources which shall result in a written report, a summary of which shall go to both the student and alleged offender. The report shall be completed and a recommendation made pursuant with respect to the disposition thereof within 45 days of the initiation of the complaint or, if the complainant elects to have the matter mediated pursuant to the procedure set forth below, within 45 days of the unsuccessful conclusion of the mediation.
3. Immediately after the filing of the complaint and at the same time that a formal investigation is initiated, the Department of Human Resources shall offer to have the complaint mediated; if the matter is mediated, three people who are parties, all of whom must agree to the mediation, participants in the mediation, and come to agreement to successfully conclude the mediation:
 - a. The student who made the complaint
 - b. The accused harasser
 - c. Some person representing the institutional interest of the University and the Law School
4. Mediation shall be initiated by all parties executing a copy of a Mediation Consent form, available from the Law Student Services Office. Immediately upon the execution of such consent form, the University Department of Human Resources and the parties shall jointly meet for the purpose of determining a mediator selection process.

5. Unless the matter is successfully resolved through mediation, the report made by the University Director of Human Resources shall include findings of fact as to the conduct which is alleged to have occurred and, on the basis thereof, (1) make a recommendation to the immediate supervisor of the accused harasser as to whether the matter should result in the person being disciplined or terminated, or in some other action, or closed with no action taken, and (2) what remedy or remedies, if any, ought to be accorded to any person found to have been harassed.
6. If the recommendation is that some kind of discipline be imposed upon the person that entitles him or her to a hearing under applicable faculty or staff hearing rules, the hearing shall be initiated in the normal manner. If the recommendation is for some lesser discipline, or that the matter be closed with no action, that shall be done, and the complainant shall be notified that the matter has been closed. Under any circumstance, the person against whom the complaint has been filed shall have the right to prepare a statement and request that it be placed in his or her permanent University or Law School file. The complainant shall be notified of any disciplinary action taken to the extent that such notification is permissible under applicable rules governing faculty or staff discipline.
7. Appeal
In the event that any party disagrees with the disposition of the matter by the University Director of Human Resources, such party shall have the right to appeal such disposition, within 30 days, to the president of the University or, if the president is unable to act, to his or her designee.

B. If the Accused Harasser is a Student:

1. The complaint shall be initiated by filing a written complaint with either the Law School associate dean for law student services or the University Dean of Student Services. If the complaint is initiated with the University Dean of Student Services, the Law School associate dean for law student services shall be informed of such fact. The complaint must be filed within one year of the date of the conduct which is the basis of the complaint. Prompt filing is encouraged. The Dean to whom the complaint is made shall make every effort to maintain confidentiality with respect to the complainant, and shall only divulge the name of the complainant and the circumstances of the complaint to those people who have a legitimate need to know.
2. There shall be a formal investigation, made by or under the direction of the Law School's associate dean for law student services, which shall result in a written report, a summary of which shall go to both the student and alleged offender and, if the complaint was initiated with the University Dean for Student Services, to that Dean. The report shall be completed and a recommendation made with respect to the

disposition of the matter within 45 days of the initiation of the complaint or, if the complainant elects to have the matter mediated pursuant to the procedure set forth below, within 45 days of the unsuccessful conclusion of the mediation.

3. Immediately after the filing of the complaint and at the same time that a formal investigation is initiated, the Dean to whom the complaint is made shall offer to have the complaint mediated; if the matter is mediated, three people are parties, all of whom must agree to the mediation, all of whom will be participants in the mediation, and all of whom must come to agreement to successfully conclude the mediation:
 - a. The student who made the complaint
 - b. The accused student
 - c. Some person representing the institutional interest of the University and the Law School
4. Mediation shall be initiated by all parties executing a copy of a *Mediation Consent* form, available from the Law Student Services Office. Immediately upon the execution of such consent form, the Dean to whom the complaint is made and the parties shall jointly meet for the purpose of determining a mediator selection process.
5. Unless the matter is successfully resolved through mediation, the report made by the Law School associate dean for law student services shall include findings of fact as to the conduct which is alleged to have occurred and, on the basis thereof, (1) make a recommendation as to whether the matter should result in the alleged offender being disciplined, or in some other action, and (2) what remedy or remedies, if any, ought to be accorded to the student who is the complainant.
6. If the recommendation is that some kind of discipline be imposed upon the alleged offender that entitles him or her to a hearing under student hearing rules, the hearing shall be initiated in the normal manner. If the recommendation is for some lesser discipline, or that the matter be closed with no action, that shall be done, and the complainant shall be notified that the matter is closed. Under any circumstance, the person against whom the complaint has been filed shall have the right to prepare a statement and request that it be placed in his or her permanent University or Law School file. The student who made the complaint shall be notified of any disciplinary action taken to the extent that such notification is permissible under applicable rules governing student or staff discipline.

7. Appeal

- a. In the event that any party disagrees with the disposition of the matter, such party shall have the right to appeal such disposition, within 30 days, to the President of the University or, if the President is unable to act to his or her designee.
- b. Under no circumstance shall the making of any allegation or complaint under the procedure set forth herein be the basis of retaliation of any nature against the student making the complaint.

III. Knowingly Making a False Claim May be the Basis of a Disciplinary Action Against the Claimant.

SUGGESTED SCHEDULES

J.D. STUDENT SUGGESTED SCHEDULES

The following are suggested schedules for J.D. students based on when they start law school and whether they are attending on a full or part-time basis. All J.D. students are encouraged to seek academic advising from the Law Student Services Office to ensure their course selections work to meet the Law School's degree requirements and the students' individual needs. LL.M. and S.J.D. students should see their program directors for suggested courses.

August Admission (Full-time)

Full-time students usually take between 12 and 16 units of coursework per semester. To graduate in three years, students need to complete about 15 units per semester.

First Year

Fall Semester (15 units)

Writing & Research I (2)
Contracts I (3)
Torts (4)
Civil Procedure I (3)
Criminal Law (3)

Spring Semester (14 units)

Writing & Research II (1)
Contracts II (3)
Property I (4)
Civil Procedure II (3)
Constitutional Law I (3)

Subsequent Years

Students may follow programs of their own choosing, provided they complete the following:

Second Year

Fall/Spring as assigned, required, or arranged

Constitutional Law II (3)
Property II (2)
Appellate Advocacy (2)

Second or Third Year

Criminal Procedure I (3)
Corporations (4)
Evidence (4)
Professional Responsibility (2)
Wills and Trusts (4) [Recommended after Property II.]

Third Year

Solving Legal Problems (2)

August Admission (Part-Time)

Part-time students usually take between 8 and 11 units of coursework per semester. Students are encouraged to take required courses in the first summer.

To graduate in four years, students need to complete 11 units per semester. Part-time students generally must attend at least one summer session to reach the 88 units required for graduation.

First Year

Fall Semester (10 units)

Contracts I (3)
Civil Procedure I (3)
Torts (2)
Writing and Research I (2)

Spring Semester (9 units)

Contracts II (3)
Civil Procedure II (3)
Torts (2)
Writing and Research II (1)

Subsequent Years

Students may follow programs of their own choosing, provided they complete the following:

Second Year

Fall Semester

Criminal Law (3)
Constitutional Law I (3)
Property I (4)

Spring Semester

Appellate Advocacy (2)
Constitutional Law II (3)
Criminal Procedure I (3)
Property II (2)

Second or Third Year

Corporations (4)
Evidence (4)
Professional Responsibility (2)

Third or Fourth Year

Wills and Trusts (4)
Solving Legal Problems (2)

January Admission (Full-Time)

The Midyear Admission Program emphasizes flexibility. Students admitted in January take 14 units of coursework in the first spring semester. MYA students must get their first summer and fall schedules approved prior to registration.

First Year***First Spring Semester (14 units)***

Contracts I and II (6)
Property I (4)
Writing and Research I and II (3)
Midyear Admission Seminar (1)

Second Year

Civil Procedure I (3)
Civil Procedure II (3)
Criminal Law (3)
Property II (2)
Torts (4)
Constitutional Law I (3)
Constitutional Law II (3)
Appellate Advocacy (2)
Evidence (4)

Second or Third Year

Solving Legal Problems (2)
Corporations (4)
Criminal Procedure I (3)
Wills and Trusts (4) [Recommended after Property II]
Professional Responsibility (2)

January Admission (Part-Time)

The part-time (evening) Midyear Admission Program emphasizes flexibility. Students admitted in January take 8 units of coursework in their first spring semester.

First Year***First Spring Semester (8 units)***

Property I (4)
Writing & Research I & II (3)
Midyear Admission Seminar (1)

First Fall Semester (11 units)

Civil Procedure I (3)
Contracts I (3)
Criminal Law (3)
Torts I (2)

Second Spring Semester (10 units)

Civil Procedure II (3)
Contracts II (3)
Property II (2)
Torts II (2)

Subsequent Years

Students may follow programs of their own choosing, provided they complete the following:

Second Year

Constitutional Law I (3)
Constitutional Law II (3)
Evidence (4)
Appellate Advocacy (2)

Third or Fourth Year

Criminal Procedure I (3)
Corporations (4)
Professional Responsibility (2)
Wills & Trusts (4)
Solving Legal Problems (2)

The following bar courses are not required, but are recommended: Community Property (2), Criminal Procedure II (3), Privacy, Defamation and Other Relational Torts (3), Remedies (2), Sales (2)

These schedules are provided as basic models, and depending on unit counts and a student's participation in summer sessions, specific course schedules after the first year (or the first semester for MYA's) will vary.

COURSE DESCRIPTIONS

Following is a list of Law School course descriptions. These can also be found on GGU4YOU. A tentative schedule of course offerings are also available on GGU4YOU and in each semester's course schedule, available from the Law School Registrar's Office.

A

ASEAN Broadcasting, Satellite, and Media Law (2 units) **LAW-800Q**

This course explores current issues in broadcasting, satellite, and media law as it relates to international and domestic television and satellite services in the ASEAN countries. A comparative analysis of national laws and policies will be used for the evaluation of representative business cases in each country for the provision of satellite television broadcasting, satellite delivered services, and terrestrial broadcasting. This course is only offered through the Summer Bangkok Program.

Accounting for Lawyers (2 units) **LAW-816A**

This introductory course gives students a basic understanding of the structure of an accounting system; the mechanics of accounting entries; and the related legal, tax and business ramifications of implementing various accounting conventions and methods. Course lectures and text include discussions and cases covering generally accepted accounting principles, financial statement analysis and disclosure, auditing, choice of entity issues, and the attorney's role in dealing with accountants, auditors, and other financial professionals.

Administrative Law (3 units) **LAW-811**

This course surveys the organization, authority, and procedures of administrative agencies in relation to rulemaking, adjudication, and judicial review of administrative rulings and decisions. The course examines both federal and state agencies.

Admiralty and Maritime Law (2 units) **LAW-812**

Students examine basic rules and principles of modern maritime law, including admiralty jurisdiction and procedure, maritime torts to persons and property, maritime liens, salvage, contracts and financing, vessel limitation of liability, and general average.

Advanced Bankruptcy Law (2 units) **LAW-826D**

This course covers business reorganizations under Chapter 11 of the Bankruptcy Code. Students learn the procedures for proposing a reorganization plan for a financially troubled company and how to confirm the plan, even over creditors' objections. The course explains the distinct roles played by debtor, unsecured creditors, secured creditors, U.S. Trustee, and Creditors Committee.

Advanced Corporate Tax (3 units)**LLM-322B**

This course focuses on specific issues of operating in corporate form, including corporate reorganizations and divisions, carryovers of tax attributes, and limitations on carryovers. Prerequisite: Federal Income Taxation of Corporations & Shareholders. (Offered through the LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

Advanced Estate Planning (2 units)**LLM-334A**

Advanced Estate Planning will take a more comprehensive look into several of the subjects covered in the beginning class. We will go into more detail and into specifics (as opposed to an overview as we did in the beginning class) into issues such as law office management, charitable organizations, valuation discounts, domestic partnerships, family limited partnerships, guardianships and conservatorships, trust and estate litigation, representing high net worth clients, and irrevocable trusts.

Advanced Film & Television Law (2 units)**LAW-833F**

This course examines in detail the legal and business issues associated with the development, funding, production, and distribution of motion pictures and television programs. Special emphasis is given to understanding, negotiating and drafting effective agreements. In this course, students document the legal life of a creative project from its creation through final exploitation. Students also negotiate and draft selected agreements and key provisions. Recommended: Film and Television Law.

Advanced Legal Research: eSearch (2 units)**LAW-727E**

This course explains the structure and use of legal materials. The goal is research proficiency, especially in a virtual law library. Each student is responsible for using the various online research tools, theories, and strategies presented by the instructors to complete weekly exercises and compile a comprehensive research memorandum/guide. Hard copy and electronic resources will be compared to explore their relative strengths and weaknesses, so students can also expect to sharpen their research skills with traditional print materials.

Advanced Legal Writing (1 units)**LAW-726A**

This course explores the art of legal writing. Students will focus on the writing process (from outlining to rewriting) as a series of strategic decisions. Assignments include writing and rewriting two closed library assignments. Students will also rewrite a document from a previous class (e.g., Appellate Advocacy Brief) using the advanced writing techniques learned in class. Prerequisites: Legal Writing & Research I & II, not to be taken concurrently with Appellate Advocacy.

Advanced Seminar in Labor/Employment Law (2 units)**LAW-885E**

This seminar explores a variety of cutting edge issues in the labor and employment law field, and give students an opportunity to explore in depth policy issues affecting the workplace. The course explores both the unionized and non-union sectors, public and private sectors, building trade and health care issues and other current topics.

Advanced Tax Research (1-2 units)**LLM-317B**

Advanced Tax Research offers students the opportunity to put what they learned in Tax Research to practical use in an individual study context. On a topic of their choosing, students write a paper or create a study guide that demonstrates mastery of the multitude of tax research material that exists in print and online. (Offered through the LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

Air, Space, and Telecommunications Law (3 units)**LLM-370**

This course acquaints students with public, private, and commercial aspects of international air and space law in the context of national sovereignty over territorial air space. Students also explore the commercial uses of space and outer space for satellite communications, direct broadcasting, remote sensing, weather forecasting, and other uses of space for peaceful purposes within the existing framework of relevant multilateral treaties.

Alternative Dispute Resolution (3 units)**LAW-815**

The purpose of this course is to help students understand various dispute resolution processes described under the umbrella term alternative dispute resolution. Primary emphasis is on arbitration and mediation techniques in the context of those fields most familiar to practicing lawyers. Comparisons are made to standard civil litigation methods. Prerequisites: Civil Procedure I and II.

Animal Law Seminar (2 units)**LAW-822A**

This course discusses the origin of animal law throughout history, then focuses on areas of specific concern, including wildlife policy development; the roles of state and federal agencies in trapping, hunting, and poaching; laws relating to companion animals; civil and criminal animal protection laws; the role of anti-cruelty laws; standing for animals; the treatment of laboratory animals; and the ethical and legal dilemmas posed by the capture and commercial use of animals.

Antitrust (3 units)**LAW-890A**

This study of the federal antitrust laws (and corresponding California provisions) has a particular emphasis on price fixing, boycotts, discriminatory dealing, and other marketing restraints. The course focuses on counseling for small business and on understanding antitrust pitfalls. Current issues, particularly those relating to health care and intellectual property, are highlighted.

Appellate Advocacy (2 units)**LAW-732**

This course builds on the writing skills developed in the first year of law school. Students prepare appellate briefs and present oral arguments in a moot court program. Prerequisites: Writing and Research I and II.

Art and the Law (2 units)**LAW-782**

This course explores the legal issues confronted by artists, art collectors, dealers, galleries and museums. The course considers property rights, including copyright, moral rights and resale rights; relationships between artists and their dealers and their lawyers; contracts; taxes; and questions involving authenticity, insurance and government involvement in the arts.

Asian Americans & the Law (2 units)**LAW-844B**

This course will examine the evolution of laws related to immigration and citizenship, racial exclusion and internment, and race consciousness and civil rights through the lens of Asian America. The course will set a contextual framework for discussion of contemporary civil rights and social justice issues.

Asian/Pacific Trade Seminar (3 units)**LLM-372**

This seminar examines the legal aspects of doing business with countries in the Asian/Pacific Basin, including China and Japan, the ASEAN nations, and socialist nations. Prerequisites: International Law, plus either Comparative Legal Systems or International Business Transactions.

Aviation Law (2 units)**LAW-781A**

This course covers international agreements covering commercial air transportation; the regulatory structure for aviation in the United States; litigation of an aviation case; aircraft manufacturing and certification processes; environmental aspects of airports and airspace usage; claims against the United States; general aviation operations and accidents; special problems with aircraft accident investigation; and licensing actions against pilots, mechanics and Airlines.

B**Banking and Financial Institutions Law (3 units)****LAW-835**

This course introduces students to the legal framework that governs banks and financial institutions in the United States and in the state of California. It examines law and regulations enforced by government regulatory agencies, including the FDIC and California Department of Financial Institutions.

Bankruptcy Law (3 units)**LAW-826C**

This course covers all the major aspects of bankruptcy law, including eligibility, types of bankruptcy, the automatic stay, trustee strong-arm powers, rights of debtors and creditors, filing claims, and discharging debts. The course introduces students to substantive bankruptcy law and bankruptcy court procedures that are helpful to all practitioners, even those not specializing in bankruptcy law.

Bankruptcy Taxation (2 units)**LLM-346W**

This course analyzes the special tax rules applicable to bankruptcies, including taxation of individual bankruptcy estates, G reorganizations, net operating losses, relief of indebtedness income rules, and federal tax claims. Prerequisite: Characterization of Income & Expenditure. (Offered through the LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

Biotechnology Law (3 units)**LAW-839A**

This course examines the legal issues arising from the intersection of biology, technology, and intellectual property law (especially patent law), focusing primarily current topics of interest such as cloning, assisted reproduction, genetically modified foods and crops. Topics are explored through mainly through Internet sources, and guest lecturers. Students research, write and present to the class a publication quality paper on a biotechnology topic of their choice. Prerequisites: a high school level understanding of cellular and molecular biology. Some knowledge of patent law is a plus.

Business Immigration Law (2 units)**LAW-842B**

This course is an in-depth review of the law, policies, and procedures regulating the entry into the United States of foreigners for business, employment, and investment purposes. Students examine the various strategies available to U.S. employers and to foreign individuals under existing law. Students further familiarize themselves with the federal agencies that regulate the dispensation of temporary and permanent immigration benefits in business, employment, and investment contexts, and develop insights into counseling and procedures for obtaining those benefits. The course also addresses related issues, such as employer compliance with federal employment eligibility verification requirements, and, to a lesser extent, export control issues, the impact of mergers and acquisitions, the intersection of immigration and employment law, and tax aspects of immigration.

Business Planning (3 units)**LAW-816**

This course follows a small business through the formation and early development stages, including the corporate, partnership, and tax issues raised in formation; relationships among the founders; employee stock and option structures; and venture capital and other capital-raising efforts. The course emphasizes practical aspects of representing small businesses and includes drafting and negotiation practice. Prerequisites: Corporations, Federal Income Taxation.

C**California Environmental and Natural Resources Law (3 units)****LAW-834H**

California boasts some of the nation's most spectacular environmental resources and some of its worst environmental problems. It also frequently sets national trends with its cutting-edge pollution control and resource protection laws. This seminar examines some of the state's unique environmental problems and regulatory approaches. Topics that may be covered include: the state's landmark right-to-know toxic chemical initiative (Proposition 65), regulation of the state's old-growth forests, the public trust doctrine, the California Endangered Species Act, and lead poisoning prevention measures.

California Legal Research (2 units)**LAW-869**

This course demonstrates the structure and use of legal resources as they relate to California practice. The course goal is research proficiency, especially with electronic California legal materials. Each student is responsible for learning to use the electronic research tools, theories, and strategies presented by the instructors. Weekly exercises are assigned, and students may also be expected to complete either a semester research project or a shorter end-of-semester project to demonstrate a comprehensive grasp of research skills. Paper and online resources will be compared to reveal their respective strengths and weaknesses, so students in this class can also expect to hone their skills in researching California printed legal materials.

Characterization of Income & Expenditure (3 units)**LLM-330**

This course examines federal income taxation of capital assets, including the mechanics of capital transactions, nonrecognition property transactions, passive and at-risk loss rules, and interactions between the loss restrictions. (Offered through the LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

Children and the Law (3 units)**LAW-851A**

Students examine various areas of law that impact children most. Examples include juvenile court jurisdiction (child abuse and neglect, status offenses, and delinquency), family and custody matters, mental health, disabilities, and special education. The course is taught in a seminar style with emphasis on the practical and ethical considerations of representing children as clients.

Civil Litigation: Pretrial Phase (3 units)**LAW-897A**

In this course, students handle every aspect of the pretrial preparation of a civil lawsuit. They proceed from the initial client contact, through formulating client representational strategy, to developing a case theory. They draft all the case pleadings as well as motions challenging the sufficiency of the pleadings. Students also engage in all aspects of fact investigation. The course ends with a pre-trial settlement conference. Prerequisites: Civil Procedure I and II.

Civil Practice Clinic (2-4 units)**LAW-787**

In this practice-oriented course, students work in a variety of legal settings. Depending on their interests, students are placed in law firms specializing in bankruptcy, corporate counsel, disability rights, entertainment, immigration, intellectual property, tax, or general civil practice. Students work directly under a supervising attorney and attend a mandatory seminar at least seven times per semester. Prerequisites: Civil Procedure I and II. Recommended: Evidence. Sometimes substantive courses are also prerequisites (e.g., Corporations, for a corporate law placement). Consent of instructor required; contact the instructor at least three weeks before the semester begins.

Civil Procedure I (3 units)**LAW-700A**

This yearlong course (see Civil Procedure II) is a survey of the procedures regulating the litigation of civil disputes. Civil Procedure I covers personal jurisdiction, subject matter jurisdiction, venue, and choice of law.

Civil Procedure II (3 units)**LAW-700B**

This yearlong course (see Civil Procedure I) is a survey of the procedures regulating the litigation of civil disputes. Civil Procedure II covers elements of pleading, joinder of parties and claims, discovery, functions of court and jury, verdicts, post-judgment motions, and appeal. The major focus is on the Federal Rules of Civil Procedure. Prerequisite: Civil Procedure I

Clean Air Act Seminar (2 units)**LAW-887**

This seminar covers the core concepts of air pollution control in the United States, with an emphasis on the Clean Air Act amendments of 1990. Class discussions provide students with a working understanding of U.S. air pollution control law and the complex environmental regulatory system.

Commercial Finance (2 units)**LAW-803B**

This introduction to the law of basic business financing covers the rules regulating lenders and the manufacturers, dealers, and consumers who borrow from them (and from one another) in our modern credit economy. This is also an introduction to the commercial world for students unfamiliar with elementary business practices. It is strongly recommended for anyone planning to represent business clients in litigation or commerce. The course covers Article 9 of the Uniform Commercial Code.

Community Property (2 units)**LAW-808A**

This course covers the law of California marital property. Topics include general principles of classifying marital property, management and control of community property, division of community property upon dissolution or death, and the property rights of putative or meretricious spouses. Prerequisites: Property I and II.

Community Property Advanced Drafting Workshop (1 unit)**LAW-808D**

In this legal writing class students study the drafting of community property and family law documents. Prerequisite: Community Property.

Comparative Anti-Trust Law (2 units)**LAW-890C**

This course is a general introduction to a comparative analysis of US, European and global antitrust law. The course will emphasize the attorney's role in dealing with clients engaged in business in the US and/or in Europe. Students will acquire the fundamental analytical tools needed to represent clients faced with potential or actual antitrust problems. They will examine the cultural and historical aspects underlying the differences between the US and EU approaches to certain cases (i.e. Microsoft, GE/Honeywell merger, etc.). Finally, the course will explore applying international antitrust law notably within the framework of the WTO.

Comparative Criminal Procedure (3 units)**LAW-803D**

This seminar compares the Anglo-American adversarial model of criminal procedure with the continental European inquisitorial system. In particular, students look at how these different systems deal with issues of pretrial detention, right to counsel, judges versus juries, confessions and trial testimony, prosecutors and plea bargaining, and search and seizure. Prerequisites: Criminal Procedure I, Evidence.

Comparative Employment Discrimination Law (2 units)**LAW-832C**

This course is a comparison of United States and European Union law of discrimination in employment.

Comparative Equality (Civil Rights) Law (2 units)**LAW-836A**

This research seminar compares US and non-US (mostly European) Equality (Civil Rights) Law, with readings and discussion of Same-Sex Marriage (US, France, Denmark), Affirmative Action (US, France, India, South Africa), Hate Speech (US, Canada, Germany), Reparations (US, Germany), Sexual Harassment (US, France), Discrimination Remedies (US, Britain), and Religious Apparel and Public Education (US, France, Turkey). Students will present a research paper in lieu of a final exam.

Comparative Intellectual Property Law (2 units)**LAW-800A**

This course examines legal protection of intellectual property rights in the law and practice of the Association of Southeast Asian Nations (ASEAN) as compared to the law in force in the United States and Japan. Students also look at national legislation in light of international obligations of State parties and at cultural-economic factors influencing the development of national law. The course includes a visit to the Central Intellectual Property Court and the International Trade Court. This course is only offered through the Summer Bangkok Program.

Comparative Legal Systems (3 units)**LLM-352**

This global approach to the study of legal systems in various parts of the world is designed to enable students to recognize and analyze legal problems that might confront lawyers dealing with matters involving application of foreign law. The course focuses on the fundamental historical, institutional, and procedural differences between the common law and the civil law systems, with an emphasis on the code systems of continental Europe, and on their use as models for law reform in developing countries. References are also made to legal systems based on religious principles or socialist legal principles.

Competition: Advanced Mock Trial (2 units)**LAW-899J**

This course is open only to students who have been selected to represent the Law School in an interschool trial competition. Students may enroll in this course twice if they are selected twice for competitions. Prerequisites: Trial Advocacy, Mock Trial. Consent of instructor required.

Competition: Environmental Law Moot Court (1 unit)**LAW-899I**

Students participate in the annual National Environmental Law Moot Court Competition in New York City at Pace University School of Law. Students who participate in the mandatory qualifying round in the fall (in which the students who represent the Law School are selected) receive 1 unit of credit; students chosen for the actual competition receive 2 units. Prerequisites: Appellate Advocacy and one introductory environmental law course; or permission of the instructor.

Competition: Environmental Negotiation (1 unit)**LAW-899N**

In today's law practice, almost all civil cases settle before trial. Negotiation skills are essential. In this unique course, learn universally applicable methods for negotiating personal and professional disputes, such as learning to invent options for mutually beneficial gain and learning to separate interests from positions. These skills are learned to prepare for a one-day competition in which two-person teams will negotiate a simulated environmental dispute, judged by environmental lawyers, judges and professional mediators.

Competition: IP Law Moot Court (1 unit)**LAW-899T**

Law students participate in the Saul Lefkowitz Moot Court Competition, which focuses on trademark law problems. Students are coached by faculty in basic trademark legal issues and in oral advocacy skills. Students draft a brief in the fall term and compete in oral argument in the first half of the spring term.

Competition: Jessup International Law Moot Court (1-2 units)**LAW-899M**

The American Society of International Law sponsors this moot court competition, which enables students to argue timely questions of international law in regional and final competitions against teams from 150 law schools in 20 different countries.

Competition: Mock Trial (2 units)**LAW-899C**

This course is taught only in the fall semester. Students normally try a case three times during the semester, as well as participate several times as witnesses. In even-numbered years, the case that is tried is criminal; in odd-numbered years, the case is civil. The most outstanding students in this class are selected to represent the Law School in various trial competitions, which normally take place during the spring semester. (Students who participate in competitions enroll in Advanced Mock Trial during the spring semester.) Students may enroll in Mock Trial twice. The second enrollment requires the written permission of the instructor. Prerequisite: Evidence; Corequisite: Trial Advocacy.

Conflict of Laws (3 units)**LAW-820**

This course explores the problems that arise when a lawsuit is filed in one state and concerns people or events in other states or countries. The primary issue is which state's law should govern the litigation. A second issue is whether the resulting decision will be recognized in other states. Prerequisites: Civil Procedure I and II.

Consolidated Returns (3 units)**LLM-333**

This course examines the concept and history of consolidated returns, filing eligibility, intercompany transactions, SRLY, and other loss limitation rules, tax allocation, basis adjustments, earnings and profits calculations, and consolidated return elections and procedures. Prerequisites: Federal Income Taxation of Corporations and Share-holders; Advanced Corporate Tax. (Offered through the LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

Constitutional Law I (3 units)**LAW-801A**

Constitutional Law I examines the American constitutional system with an emphasis on judicial review, the powers and responsibilities of the three branches of the federal government, the distribution of power between federal and state governments, and substantive due process.

Constitutional Law II (3 units)**LAW-801B**

Constitutional Law II deals with individual rights, specifically equal protection of the law, freedom of speech, and religious freedom. Prerequisite: Constitutional Law I.

Construction Law (2 units)**LAW-821**

This study of the legal aspects of architecture, engineering, and construction processes focuses on legal problems arising out of construction agreements and remedies for contract breach; mechanics' liens; and architect, engineer, contractor, and subcontractor liabilities. Prerequisites: Property I and II.

Content Licensing (2 units)**LAW-823L**

The focus of this course is the licensing of intellectual property content in both traditional circumstances and the online environment. Through lectures and writing exercises, students learn the key points to be included in licensing agreements for domestic and international transactions. Negotiating strategies are analyzed, and issues unique to technology content transfers are also addressed.

Contracts - Mid-Year Admission (6 units)**LAW-705M**

This course combines Contracts I and Contracts II into a single semester for Mid-Year Admit students. This course covers basic contract law, including contract formation and legal devices designed to police the bargaining process. It also covers problems of performance, excuses from performance, breach of contract, remedies, third-party beneficiary contracts, assignments, and delegation of contract rights and duties.

Contracts I (3 units)**LAW-705A**

This yearlong course (see Contracts II) covers basic contract law, including contract formation and legal devices designed to police the bargaining process. It also covers problems of performance, excuses from performance, breach of contract, remedies, third-party beneficiary contracts, assignments, and delegation of contract rights and duties.

Contracts II (3 units)**LAW-705B**

This yearlong course (see Contracts I) covers basic contract law, including contract formation and legal devices designed to police the bargaining process. It also covers problems of performance, excuses from performance, breach of contract, remedies, third-party beneficiary contracts, assignments, and delegation of contract rights and duties. Prerequisite: Contracts I.

Copyright Law of the U.S. (3 units)**LAW-823**

This in-depth analysis of U.S. copyright law includes the history of the law, from the first copyright statutes through the major revisions of the 1909 Act, the 1976 Act, and the Digital Millennium Copyright Act of 1998. Students explore legal issues relating to the registration process, defenses such as fair use and parody, and remedies for infringement. Terms for the licensing and/or transfer of copyright are also examined. Includes the impact of the use of digital media and the growth of the Internet on copyright protection. Intellectual Property LL.M. students are required to take this course, Trademark Law of the U.S., or Patent Law of the U.S.

Corporate Governance and Securities Regulation (2 units)**LAW-802F**

This seminar compares law and practice pertaining to corporate governance and securities regulation in the United States with the comparable laws of Germany, Japan, and Mexico. The course takes into account cultural and historical factors. It is designed both for students who plan to practice law in the United States and for those who plan to practice law in other countries. Prerequisite: Corporations.

Corporations (4 units)**LAW-802A**

This course covers the formation, financing, structure, control, and management of the corporation. It also examines the distinction between closely held and publicly held corporations and selected provisions of the Securities Exchange Act of 1934.

Courtroom as Theatre (2 units)**LAW-855**

This course teaches performance skills related to the use of voice, body, and movement in the context of the courtroom. It is designed for law students who want to improve their presentations as trial and appellate advocates or to simply be more effective in ordinary lawyer communications. The premise of the instructors is, "Lawyers don't have a constitutional right to be boring!"

Criminal Law (3 units)**LAW-710**

This course focuses on the study of substantive criminal law. It examines the rules of conduct for major crimes against persons and property and the defenses to such crimes. The course also considers the development of and philosophical rationales for criminal law.

Criminal Litigation (3 units)**LAW-898A**

This course affords students the opportunity to apply the skills learned in Trial Advocacy in the context of a criminal case. The class is divided into two-person teams. Each team is assigned either the role of prosecution or defense counsel. The class usually begins with the staging of a mock crime. The crime is reported, a suspect is arrested, charges are filed, and the prosecution commences. The class proceeds, week by week, through major phases of a criminal case. The course concludes with the trial of the case, which is conducted in a local courthouse.

Prerequisites: Evidence, Trial Advocacy.

Criminal Litigation Clinic (1-6 units)**LAW-896F**

Students intern with prosecuting attorneys or public defenders on criminal cases in trial or appellate courts in the state or federal system. Students also attend a concurrent seminar covering relevant criminal justice issues. Prerequisites: Criminal Law, Criminal Procedure I, Evidence. Consent of instructor required.

Criminal Procedure I (3 units)**LAW-803E**

This survey of the basic constitutional issues underlying the criminal justice system focuses on the role of the Fourth, Fifth, and Sixth Amendments in regulating police practices such as search and seizure, confessions, lineups, and right to counsel.

Criminal Procedure II (3 units)**LAW-825A**

Topics include bail and other forms of pretrial release, prosecutorial discretion, the preliminary hearing, grand jury, joinder and severance, speedy trial, discovery, guilty pleas and plea bargaining, double jeopardy, pretrial publicity, change of venue, sentencing, appellate review and harmless error, and habeas corpus. Prerequisite: Criminal Procedure I.

Current International Legal Problems (1-3 units)**LAW-800B**

This course examines basic concepts, sources, and principles of international environmental law and also serves as an introduction to the law of the sea. It stresses emerging issues such as environmental security, international environmental conflict resolution, transboundary resource management and disputes, globalization, and catastrophic accidents. Marine pollution, maritime boundary disputes, ocean governance, fishing rights and resource conflicts, protection and use of global commons, contested military activities, and the environmental concerns of indigenous peoples are also addressed. This course is only offered through the Summer Bangkok Program.

Curricular Practical Training (1-2 units)**LLM-395**

Qualified international students in valid visa status may obtain practical training by participating in clinical programs, legal internships and externships, and law clerk positions under the guidance of the program director and a faculty advisor. To qualify, students must demonstrate competence in legal writing and research and obtain written authorization from an international student advisor. May be taken a maximum of three times. Open only to students in LL.M. programs.

Cyberlaw & Privacy (2 units)**LAW-743B**

This course explores data protection, intellectual property, online liability, Internet governance and standards, jurisdiction, and other emerging issues in Cyberlaw. This course also focuses on privacy issues: surveillance by companies, in the workplace and by the government; privacy policies; email/spam; children online; and international privacy compliance. Students examine new and pending Internet and privacy-related legislation and its impact on business and technology. Recommended: Internet and Software Law or Intellectual Property Law Survey.

D**Debtors' Rights and Creditors' Remedies (2 units)****LAW-826B**

This course examines remedies available to secured and unsecured creditors, debtor protection statutes, and enforcement of money judgments. Topics include locating assets, applying assets to satisfaction of debts, fair debt collection practice laws, and other debtor protection statutes. Prerequisites: Property I and II. Recommended: Commercial Finance.

Directed Study (1-3 units)**LLM-399**

A Directed Study is an independent study project for LL.M. students done under the supervision of a faculty member or supervising attorney for academic credit. Directed Study can be taken for 1 to 3 units. The project can be on any topic agreed to by the student, faculty member or supervising attorney, and the LL.M. program director. Directed Study can be taken for a letter grade or for a Credit/No Credit grade and must be decided at the time of topic approval. All papers submitted under this program should reflect approximately 70 hours of work per unit of credit.

Disability Rights Law (2-3 units)**LAW-841D**

This course focuses primarily on the Americans With Disabilities Act and its intersection with the Rehabilitation Act, Fair Housing Act, Air Carrier Access Act and Individuals With Disabilities Education Act. Issues include what constitutes a physical or mental disability, mitigating measures, interactive consultation, reasonable accommodation, and accessibility; as well as constitutional concerns, such as the impact of the Eleventh Amendment. Students may also undertake an approved individual study project for extra credit.

Domestic Violence Seminar (2 units)**LAW-837E**

This seminar studies the historical, cultural, and psychological aspects of domestic violence in addition to the civil and criminal changes in the law both nationally and internationally. Students are assigned a reader composed of relevant articles, cases, and legislation.

E**E-Commerce Law (2 units)****LAW-743A**

The digital revolution has had significant impact on the manner in which business is done today. This course looks at many of these changes, both in domestic and international business, including such issues as digital signatures, electronic data interchanges, electronic financial interchanges, and regulatory efforts such as the Uniform Electronic Transactions Act (UETA), the Uniform Computer Information Transactions Act (UCITA), and the federal e-sign law.

ERISA I (2 units)**LLM-340A**

This course examines Employees Retirement Income Security Act (ERISA) rules for defined contribution retirement plans and related issues. (This course was formerly called Deferred Compensation I.) (Offered through the LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

ERISA II (2 units)**LLM-340B**

(Formerly called Deferred Compensation II.) This course continues exploration of ERISA rules, focusing on defined benefit retirement plans and related issues. Prerequisite: ERISA I. (Offered through the LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

ERISA: A Labor Law Perspective (2 units)**LAW-854F**

This course examines employee benefit law and the Employee Retirement Income Security Act of 1974 from the perspective of the labor lawyer. Coverage includes the fiduciary duties imposed on pension plan trustees and others managing benefit plans, and is intended to help students develop skills in advising union-negotiated benefit trusts or employers, as well as individuals with benefit disputes.

Elder Law (2 units)**LAW-840**

Elders represent the fastest growing, yet most vulnerable members of our society. Topics explored in this course include: elder physical and financial abuse; capacity and undue influence; predatory lending; nursing home litigation; Adult Protective Services; civil remedies including EADACPA (the Elder and Dependent Adult Civil Protection Act); as well as end-of-life issues.

Election Law (2 units)**LAW-867C**

This course is intended to introduce students to basic currents and themes in federal, state, and local election law. The course will provide an overview of relevant Supreme Court cases on such topics as voting rights, reapportionment/redistricting, ballot access, regulation of political parties, campaign finance, and the 2000 presidential election. Equal attention will be given to state and local regulation of campaigns and elections.

Electronic Evidence (3 units)**LAW-804E**

This course examines how the increased use of computers to create, process and store information affect the use of that information as evidence in the decision making process in criminal and civil trial proceedings in California state trial courts or United States District courts. Students will participate in trial situations to gain an appreciation for proper procedures for offering or challenging admission of electronic information. Students will learn to create and authenticate electronic charts, diagrams and slides. The course will also explore application of the rules of discovery to electronic information. Students will need access to a computer to complete class assignments (Access to GGU computer lab will suffice). Prerequisite: Evidence.

Employment Discrimination (3 units)**LAW-832A**

This course examines the major federal statutes prohibiting employment discrimination based on race, color, sex, sexual orientation, religion, disability, citizenship status, national origin, and age. California law regulating employment is also briefly examined. In addition to covering the substantive law, the course critically examines the law's assumptions about the nature of the employment relationship, the definition of discrimination, and the role of the government in regulating employment.

Employment Law (3 units)**LAW-831**

This course examines the relationship between employers and individual employees. Topics include hiring, wrongful termination, employees' duty of loyalty, restrictions on post-employment competition, workplace privacy and defamation, and protection against harassment and other abusive conduct in the workplace. The course covers substantive law and examines prevailing assumptions about the employment relationship. While the course covers some discrimination issues, it does not offer in-depth coverage of that area of law.

Employment Litigation Workshop (3 units)**LAW-832B**

This workshop is an interactive course in pretrial litigation. The backdrop is a sexual harassment claim, and the course follows the saga from initial internal complaint through opening statement to the jury. Assignments include, but are not limited to, drafting an initial claim letter/response, drafting deposition questions, and preparing a brief settlement conference statement. The emphasis of the class is on participation in exercises and written assignments.

Energy, Electricity Deregulation, & Environmental Law (3 units)**LAW-857A**

This class is an overview of the legal issues raised in energy sector regulation, which intersects the disciplines of environmental law, natural resources law, and publicly regulated industries. The class studies in detail regulated public utilities and rate structures, specifically in the context of the California power deregulation and the 2001 energy crisis. In addition, the class studies the environmental and regulatory issues relating to water power, coal, oil, solar, and nuclear power. The course also examines the international regulation of petroleum, as well as global climate change and its impact on the energy sector. This class is of value to students interested in environmental law, natural resources law, water law, administrative law, and international law.

Entertainment Law (3 units)**LAW-833**

An introduction to the complex legal issues arising in the areas of music sound recordings and publishing, motion pictures, television, theater, and literary publishing in the United States and internationally. Covers the drafting of contracts in the entertainment industry, as well as dispute resolution alternatives. Students also study the roles of attorneys, agents and personal managers, as well as relevant legislation affecting the entertainment industry.

Environmental Law Clinic (1-6 units)**LAW-834I**

Students work as externs with governmental agencies, environmental organizations, public interest groups, or private attorneys active in the field of environmental law. Students also participate in a weekly seminar designed to provide them with practical skills and enable them to reflect on their cases and work experiences.

Environmental Law LL.M. Seminar (3 units)**LLM-375**

These seminars explore, in depth, leading issues in environmental law practice and provide an opportunity for students to prepare a paper suitable for publication. Co-taught by the School of Law's environmental program director, the LL.M. director, and a practitioner in the field.

Environmental Law and Justice Clinic (1-6 units)**LAW-834C**

Students in this innovative on-site clinic directly represent people in low-income communities and communities of color on environmental matters. Under faculty supervision, students interview and counsel clients, develop legal strategies, draft legal documents, and appear at hearings. Illustrative cases include representing community groups challenging a power plant in San Francisco low-income Bayview Hunters Point neighborhood and assisting community groups fighting a hazardous waste incinerator. Students in the Clinic need to enroll for 3 units in the Environmental Law & Justice Seminar (LAW 834G) and 1-3 units in the Clinic (LAW 834C) based on the number of hours they work. Prerequisite: Civil Procedure I & II, and Evidence (may be taken concurrently), for second and third year students, also available for students completing the first year who have not yet begun second year and who do not seek state bar certification. Recommended: one introductory environmental law class. Consent of instructor required.

Environmental Law and Justice Seminar (3 units)**LAW-834G**

This course provides the seminar portion of the Environmental Law & Justice Clinic (LAW 834C) and examines the background of the environmental justice movement, legal theories to address environmental injustice, and general lawyer practice skills. Students may enroll in this course for 3 units without enrolling in the Clinic, however in lieu of working on clinic cases, students will be required to do a research paper applicable to the Clinic cases.

Environmental Law and Policy (3 units)**LAW-834F**

This course focuses on the federal Clean Water Act, the Clean Air Act, and the National Environmental Policy Act (NEPA). Students explore federal regulatory strategies, including technology-based requirements, environmental assessment, and enforcement methods, as well as alternatives to traditional regulation such as market-based incentives and information disclosure laws. Students also learn tools of statutory interpretation.

Environmental Practice (2 units)**LAW-834D**

This course is designed to teach students the skills of environmental practice and advocacy, including the preparation of enforcement actions and defenses, environmental compliance, discovery, and environmental ethics. The emphasis is on hands-on practice exercises, such as drafting complaints, conducting discovery, and participating in environmental negotiations and mediation.

Estate & Gift Taxation (3 units)**LLM-325**

This course provides an introduction to federal wealth transfer tax, including estate, gift, and generation-skipping transfer taxes. (Offered through the LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

Estate Planning (3 units)**LLM-334**

This course includes a study of various estate planning topics such as the unified credit, marital deductions, charitable deductions, generation-skipping transfers, life insurance, trusts and their uses, and family limited partnerships. Emphasis is on practical skills needed to create a uniform estate plan. Prerequisite: Estate and Gift Taxation. (Offered through the LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

Estate Planning for the Blended Family (1 unit)**LLM-334B**

This 1-unit course will analyze in depth each part of the modern estate planning process. Topics for the course will discuss recent developments in domestic partnerships, single parent planning, effective trust administration, and tax treatment of community property upon dissolution and death. The course will also address ethical conflicts and offer practical drafting tips for the estate planner. Prerequisites: Estate and Gift Tax; Estate Planning

European Union Law (3 units)**LAW-846F**

This course surveys the development of regional law in Europe, culminating in the formation of the European Community, European Union, and European Economic Area.

Evidence (4 units)**LAW-804**

This course is a survey of the principles of law and rules governing the admissibility of proof at criminal or civil trials, including direct and cross-examination of witnesses, impeachment of credibility, expert testimony, hearsay, privileged communication, and documentary proof.

Prerequisite: Civil Procedure I, Corequisite: Civil Procedure II

Executive Compensation (2 units)**LLM-335**

This course considers nonqualified retirement plans including stock option plans, top hat plans, excess benefit plans, and related issues. (Offered through the LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

F**Fair Housing Law Workshop (2 units)****LAW-869F**

This course consists of the mock litigation of a fair housing case under state and federal fair housing law. Students learn anti-discrimination statutes and selected case law. Students draft pleadings, legal memoranda, written discovery, special verdicts, and an outline for trial. They will also conduct mock depositions.

Family Law (3 units)**LAW-837A**

This analysis of public and private regulation of the formation, maintenance, and dissolution of the de facto and de jure family unit includes the respective custody, support, and property rights and obligations between mates and between parents and children. Prerequisite: Property I.

Family Law Practice (3 units)**LAW-837F**

This course focuses on the skills necessary to carry on a basic family law practice in California. Students prepare and argue motions, learn trial skills, and practice using the most popular computer programs for setting child support according to the detailed provisions of the Family Code. Students also develop parenting and child visitation plans, calculate spousal support, and learn various methods of dividing community property. Priority is given to graduating students. Prerequisite: Family Law.

Federal Courts (3 units)**LAW-838C**

Students examine issues involved in federal court litigation, including habeas corpus, three-judge courts, suits brought by and against the federal government, governmental immunity, procedural barriers to obtaining federal court jurisdiction, and proposals for change in the jurisdiction of the U.S. Supreme Court. Prerequisites: Civil Procedure I and II, Constitutional Law I and II.

Federal Income Taxation (3 units)**LAW-838B**

This study of the law of federal income taxation of the individual taxpayer covers the nature of income, statutory and regulatory exclusions from gross income, income splitting, personal and business deductions, at-risk and passive-loss rules, capital gains and losses, and elementary tax accounting.

Federal Income Taxation of Corporations & Shareholders (3 units) LLM-322A

This course addresses tax treatment, planning techniques, and problems of transactions between corporations and their shareholders, transfers to a corporation, capital structure of corporations, dividends and other distributions, stock redemptions, corporate liquidations, and introduction to S corporations. Prerequisite: Characterization of Income & Expenditure. (Offered through the LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

Federal Income Taxation of Limited Liability Companies & S Corporations (2 units) LLM-346H

This course explores the tax treatment, problems, and planning techniques involving S corporations, including eligibility, election, revocation, termination, and accounting rules. Prerequisite: Characterization of Income and Expenditure. (Offered through the LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

Federal Indian Law (2 units) LAW-843

This course offers an overview of federal Indian law through a study of cases and historical and contemporary materials. Topics include basic jurisdictional conflicts, including land rights, hunting and fishing rights, water rights, domestic relations law, and environmental protection. Other areas, such as religious freedom and repatriation, are also covered.

Federal Tax Crimes (2 units) LLM-341C

This course covers the goals of the federal criminal tax enforcement program, as well as how and why certain cases are prosecuted criminally. The course also reviews major tax and tax-related criminal statutes, along with the methods utilized to establish criminal items at trial and the factors that determine the punishment to be imposed following convictions for federal tax offenses. (Offered through the LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

Federal Tax Procedure (3 units) LLM-319

This course provides an overview of federal tax procedures, including Internal Revenue Service practices and policies and the correlative rights and privileges of the taxpayer. Coverage includes the regulatory process, the audit and administrative appeals process, choice of litigation forum, and assessment and collection practices. (Offered through the LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

Federal Wildlife and Endangered Species Law (2 units) LAW-834R

Drawing on selected scientific and policy papers, statutes, regulations, and case law, this course examines how the current legal framework attempts to address threats to wildlife and the habitats on which these species depend. It considers federal laws that affect conservation of fish and wildlife on public lands, private lands, and in the marine environment.

Federalism Seminar (2 units)**LAW-742**

Can the U.S. Congress regulate who can be married in California or legislate civil rights for women? Does the Americans with Disabilities Act apply in state prisons? Can California tax the gross receipts of a company located in another state, and if that company files for bankruptcy, can it compel California to appear in bankruptcy court to collect those taxes? This course studies these issues and many others addressing the historical tensions between the “few and defined” powers granted by the U.S. Constitution to Congress, and the “numerous and indefinite” powers reserved to the states.

Film and Television Law (2 units)**LAW-833C**

This advanced level course examines in detail the legal issues involved in the motion picture, video, and television industries. Production and distribution contracts, talent contracts, and related litigation are addressed. The impacts of cable television, pay per view, and other delivery systems are also examined.

Film and the Law (2 units)**LAW-783**

This course explores the function of law in society by examining legal decisions in the context of mainstream films. Students prepare for weekly class meetings (and the submission of a term paper) by viewing selected films and reading course materials outside class.

G**Generation-Skipping Transfer Tax (1 unit)****LLM-324**

This course studies the generation-skipping transfer tax rules that focus on direct skips, taxable distributions, taxable terminations, and their exceptions, including exceptions for grandfathered trusts. Emphasis is on understanding the statutory provisions, applicable regulations and strategies to minimize or to avoid the impact of the GST tax. Prerequisite: Estate & Gift Taxation.(Offered through the LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

Global Climate Change (2 units)**LAW-871C**

Climate change is a worldwide environmental, social, economic and legal challenge. It touches on aspects of air pollution, land use, toxic waste, transportation, industry, energy, government policies, development strategies, and individual freedoms and responsibilities. Given the short-term planning horizon of most political and legal institutions, climate change presents major law and policy challenges. This course is designed to clarify the primary law and equity issues embedded in those challenges, and the state, federal and international laws and institutions that have been created to address them.

Global Warming Seminar (1 unit)**LAW-871G**

This course explores possible approaches to global warming at the state level. The class considers the state environmental legal structure and whether attacking global warming through the California legal and legislative system is viable. Students are expected to write a 10- to 15-page paper on a topic of their choice related to state responses to global warming.

Graduate Legal Research (2 units)**LLM-396**

This course provides students with an overview of U.S. legal research tools and techniques, along with an introduction to selected legal research topics in international law. Class sessions are devoted to U.S. legal resources, including practice materials, court rules, and computer-assisted legal research. The international legal research class sessions include treaty research, case law, and secondary sources. Open only to international students in LL.M. programs.

H**HLP Remedies Lab (2 units)****LAW-806I**

This Honors Lawyering Program lab course applies the law of remedies to practical problems. Co-requisite: Remedies

HLP Skills Lab (2 units)**LAW-809B**

This Honors Lawyering Program lab course applies the law of evidence and Constitutional Law II to practical problems. Co-requisite: Evidence, Constitutional Law II

HLP Wills & Trusts Lab (1 unit)**LAW-807I**

This Honors Lawyering Program lab course applies the law of wills and trusts to practical problems. Co-requisite: Wills and Trusts.

Health Care Law (3 units)**LAW-841**

An overview of the field of health care law, exploring the fundamental themes of access to health care, the organization and financing of the American health care system, and health care quality.

The course covers the law governing private and public insurance (including ERISA), the shift to managed care, and selected issues in malpractice liability. The course also considers long-term care, reproductive health, and how the law addresses barriers to access such as disability, poverty, race, language, and culture.

I**Immigration Law (3 units)****LAW-842A**

This introduction to immigration and naturalization law and procedure examines major immigration policies and covers immigration and naturalization statutes, regulations, major administrative and court decisions, and constitutional rights as affected by alienage.

Immigration and Refugee Policy Clinic (1-2 units)**LAW-842E**

Students examine critical policy issues in U.S. immigration and refugee law, including questions concerning family unity, treatment of skilled labor, people fleeing persecution, population growth, and allocation of resources.

Immigration and Refugee Policy Seminar (2 units)**LAW-842D**

Students examine critical policy issues in U.S. immigration and refugee law, including questions concerning family unity, treatment of skilled labor, people fleeing persecution, population growth, and allocation of resources.

Income Taxation of Trusts & Estates (3 units)**LLM-344**

This course analyzes the income taxation of entities, their creators, beneficiaries, and fiduciaries, including computation of distributable net income, taxable net income, taxation of simple and complex trusts, and income in respect of a decedent. (Offered through the LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

Innocence Project (1-6 units)**LAW-896I**

GGU students now have the opportunity to become a part of the national Innocence Network. Originating with the Innocence Project at Cardozo Law School in New York, the network consists of 35 law schools and public defender agencies across the country. The goal is to enable wrongfully convicted defendants to find help in any state or jurisdiction. Students in this class attend a weekly seminar focusing on the legal issues relevant to wrongful convictions. Those students taking the class for 4 units become State Bar certified and work on actual cases under the professor's supervision.

Insurance Bad Faith Seminar (2 units)**LAW-845C**

"Bad Faith" Seminar - Breach of the Implied Covenant of Good Faith and Fair Dealing. This seminar gives students an opportunity to explore in depth the public policy rationales which led to the development of "bad faith" law and practice. Students will also explore a variety of cutting edge issues in the field, and gain practical insights into the conduct of both contract and tort litigation. In addition to covering the substantive law, the course will include "hands-on" projects and exposure to courtroom realities facing litigators involved in the typical "bad faith" case.

Insurance Law (3 units)**LAW-845**

This course studies the interpretation and enforcement of liability, property, and life insurance policies, including the liability of insurers for bad faith. Emphasis is on the function of insurance in civil litigation and on public policy, including recent changes in California insurance laws. Prerequisite: Contracts I and II.

Intellectual Property Law LL.M. Seminar (3 units)**LLM-310A**

Students meet with the director of the LL.M. in intellectual property law program to discuss the progress of their thesis research. They also participate in discussion and analysis of recent statutory and case law developments in intellectual property law. (Offered only to students enrolled in the LL.M. in intellectual property law program.)

Intellectual Property Law Survey (3 units)**LAW-823E**

An introduction to the U.S. law of copyright, trademark, and patent, this course explores state law of trade secrets, unfair competition, and the role of IP protection of computer programs. The course is designed for students interested in focusing on IP law or in simply getting a basic understanding of the key legal principles of IP law. Prerequisites: Property I and Property II.

Intellectual Property Litigation: Copyright and Trademark (2 units)**LAW-823D**

This course takes students through the various stages of an intellectual property litigation case, focusing on the issues specific to litigating trademark cases and copyright cases. Infringement and breach of contract situations form the basis for study and analysis. Litigation strategies, discovery techniques, and settlement negotiation issues are also addressed.

International Business Transactions (3 units)**LLM-360**

This introduction to the law and practice of international trade and investment focuses on typical transactions, such as sale of goods, transfer of technology (including franchising and licensing), and transnational investment. The course also examines the regulation of imports and exports and the role of competition law in international business. Recommended: Sales.

International Contracts (1-3 units)**LAW-800C**

This course explores the practical aspects of drafting, negotiation, administration, and dispute resolution as they apply to international commercial contracts. A primary goal is to identify international and cross-cultural issues. Six categories of contracts are examined: distribution, sales, construction, loans, licensing, and joint ventures. The aim of the class is to endow students with the the lawyering skills expected of an international business attorney. This course is only offered through the Summer Bangkok Program.

International Criminal Law (2-3 units)**LAW-800M**

This course is an in-depth exploration of the nature of international criminal law as contained in the draft Code of Offenses Against the Peace and Security of Mankind and other transboundary offenses, including terrorism, piracy, drug trafficking, and counterfeiting, as well as transnational economic crimes, such as money laundering and bank fraud. Students also examine possible defenses for people accused of violating international criminal law. This course is only offered through the Summer Bangkok Program.

International Criminal Procedure (2-3 units)**LAW-800T**

This course first examines pretrial procedure issues, such as international investigation efforts (including the role of INTERPOL and the implications of NAFTA) and securing the accused's presence for trial (including issues of extradition, abduction, and use of force). The course then covers international criminal tribunals and the rights of the accused, including the right to be present, the right to counsel, due process, and exclusion of illegally obtained evidence. Finally, students compare adversarial (American and British), inquisitorial (Western European), and religion-based (Saudi Arabian) systems.

International Dispute Resolution (3 units)**LLM-376**

This introduction to different methods of dispute resolution includes negotiation, mediation, conciliation, arbitration, and litigation. Students examine the stages of these processes through a blend of theory and practice.

International Economic Law: Special Topics (3 units)**LAW-800H**

This course takes a in-depth look at issues involved with complex international contracts and related matters. This course is only offered through the Summer Bangkok Program.

International Environmental Law Seminar (3 units)**LAW-847C**

Students examine the law and institutions relevant to managing transboundary, regional, and global environmental problems.

International Human Rights & Environment (2 units)**LLM-364A**

This course provides a foundation for understanding the links between international human rights law and international environmental issues and agreements, including relevant institutional mechanisms and the use of these mechanisms for protecting victims of environmental abuse. The course will analyze cutting edge legal developments in human rights, environment, globalization, and corporate responsibility.

International Human Rights Seminar (3 units)**LLM-364**

This course begins with a brief historical introduction to the concept of international human rights and their antecedents. Selected international human rights instruments, including U.N. documents, regional instruments, U.S. reservations, U.S. legislation, and war crimes documents, are then examined in detail with appropriate classifications of human rights in accordance with their contents or substance and the chronological and generational stages of their development.

International Intellectual Property Law (2 units)**LAW-823C**

This course discusses the impact of TRIPS and other international intellectual property treaties, including Paris and Berne, on the changes and interpretations in domestic U.S. law and selected countries outside the United States. The post-TRIPS environmental, current, and proposed legislation are also covered. Recommended: Intellectual Property Law Survey, Patent Law of the U.S., or Trademark Law of the U.S.

International Investment Law (3 units)**LLM-360A**

This course examines the law regulating international investment, exploring the range of issues practitioners deal with, including different bodies and mechanisms set up for the settlement of investment disputes, as well as selected international instruments at regional, interregional, and multilateral levels.

International Law (3 units)**LLM-366**

This basic course introduces the progressive development of international law, which primarily regulates the relations between states but also governs the rights and obligations of subjects other than states, namely, international organizations and individuals. Sources of international law are examined. Substantive topics for study include jurisdiction, territories and responsibility of states, the law of treaties, and international liability of states for injurious consequences of acts not prohibited by international law.

International Legal Theory (2 units)**LLM-366B**

This course seeks to provide students with an historical understanding of some of the key concepts and theoretical approaches that frame contemporary international law. We will examine the sources of such concepts as sovereignty, just war, the relationship between the individual and the state, and issues of piracy and terrorism from the vantage point of the different theoretical approaches in international law, including the Natural Law tradition, Legal Positivism, Classical Realism, and Institutionalism, and consider how these concepts may or may not apply today. This course will consist of historical and theoretical lectures, student-led discussion, and a final paper. Readings may include excerpts from Thucydides, Machiavelli, Hobbes, Vitoria, Gentili, Grotius, Pufendorf, and Kant.

International Organizations (2 units)**LLM-378A**

This survey of international organizations includes the United Nations and its specialized agencies, as well as institutions for dispute resolution.

International Organizations (3 units)**LLM-378**

This survey of international organizations includes the United Nations and its specialized agencies, as well as institutions for dispute resolution.

International Patent Law (3 units)**LAW-875A**

This course is divided into two parts. The first part provides students with a working knowledge of the treaties, regulations, and procedural requirements that govern the protection of intellectual property in the international legal system. In the second part, students apply that knowledge to a series of practical exercises emphasizing real-world considerations, analyses, and drafting skills. Topics include patents under international law, international agreements and patent treaties, filing international patent applications, overview of foreign patent laws, and licensing technology in other countries.

International Security & Globalization (2 units)**LLM-302**

This course explores areas of international law that are undergoing change as a result of changes in international security and ongoing globalization. The issues are examined from the viewpoints of the different actors in international law, both in the north and the south. Upon completion of the course, students will have a good understanding of the complexity of the process of change in international law and of its relevance and practical application to major current political, social, and economic developments in the world.

International Taxation (3 units)**LLM-321**

This course provides a basic survey of international taxation law, including source of income and expense allocation rules, international tax credits, transfer pricing, antideferral rules, withholding taxes, income tax treaties, tax incentives, and expatriate issues. (Offered through the LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

International Trade & Environmental Protection (2 units)**LLM-381**

This course examines the legal relationship between international trade rules and policies to protect the natural environment. The course content is related to material covered in courses on international trade regulation and international environmental law. Prerequisite: International Law or one introductory environmental law course.

International Trade Regulation (3 units)**LLM-322**

This survey of the international regulation of trade in goods and services emphasizes the General Agreement on Tariffs and Trade (GATT) and the World Trade Organization (WTO). Other topics include the role of regional economic arrangements (such as NAFTA and the EC), the relationship of U.S. trade law to the international trading regime, the role of specialized U.N. agencies, and the position of developing countries in the global trading system.

Internet and Software Law (3 units)**LAW-743**

This course covers the key issues in cyberspace law. Students explore the application of traditional legal principles to this new technology and examine issues regarding regulation of access, the impact of code architecture on regulation of conduct, and jurisdictional issues (both domestic and international). This course also covers the basics of e-commerce, including digital certification/verification, UCITA, EDI, and EFI. Emphasis is placed on issues relating to privacy and indecent materials online.

Introduction to the U.S. Legal System (3 units)**LLM-350**

Students study the structure and procedures of the U.S. legal system; methods of legal analysis; writing and research; and basic terminology and principles of common law subjects including torts, contracts, and property. The course also provides a basic foundation for study of the U.S. Constitution. Open only to international students in LL.M. programs.

J**Judicial Decision Making (3 units)****LAW-850B**

This course examines theoretical and practical aspects of the judicial decision-making process at both the trial and appellate level. Students explore cases and materials regarding legal logical constructs, limits of jurisdiction, exercise of discretion, de novo review, abuse of discretion, and clear error review. The course places students in contested proceedings to give them firsthand exposure to the dynamics of decision making.

Judicial Externship (2-13 units)**LAW-896C**

In this field placement program, students work in selected courts under the supervision of a judge. Students must complete 45 hours of work for each unit. A full-time externship can require up to 13 units; most students take 1 to 3 units at a time. Arrangements are made on an individual basis with the externship director. In addition to working at the court placement, students must attend a mandatory seminar. Students who enroll in this course in a summer session are limited to 8 units of credit. Consent of instructor required.

Jurisprudence (2 units)**LAW-850**

This course considers jurisprudence, or the philosophy of law, in three of its branches: (1) analytical jurisprudence, which studies the law as an internally consistent system based on axioms; (2) sociological jurisprudence, which describes the law as it functions within and between communities; and (3) critical jurisprudence, which evaluates the law against political and ethical norms.

Labor Law (3 units)**LAW-854A**

Students study the law relating to union organization. This course covers collective bargaining, administration of the collective bargaining agreement, and union obligations to individual union members.

Land Use Regulation (3 units)**LAW-856A**

This review of the devices available to a community for regulating the development of land includes zoning, subdivision regulation, historic preservation, growth management, open space, and urban renewal. Also considered are the rights of owners, neighbors, environmentalists, and reformers to resist regulation on grounds such as just compensation, free speech, and housing welfare interests. Prerequisites: Property I and II.

Landlord-Tenant Law Clinic (3 units)**LAW-869B**

Students work in law clerk positions with various lawyers and judges who specialize in landlord-tenant law. Students also attend a seminar with the instructor for lectures on landlord-tenant law and discussions of cases being handled by the students. Prerequisites: Property I and II. Consent of instructor required.

Law and Social Change (2 units)**LAW-864A**

This course is designed for students interested in a civil criminal practice with a non-profit or governmental organization, or in the private sector. The course explores a variety of advocacy modes including law reform litigation, legislative and administrative lobbying, mass media and community organizing. Students will also consider the policies, ethics and politics of public interest law.

Law Practice Technology (2 units)**LAW-819B**

This course examines the technology systems currently used in law firms for calendaring, time/billing, document management, drafting, research, client extranets, marketing, and e-filing. In addition it explores the privacy and ethical considerations associated with some of these applications. Using legal forms and MS Word legal templates, students draft a number of documents including client letters, pleadings, and motions. In lieu of a final exam, each student creates a presentation on an assigned topic.

Law Review (0-4 units)**LAW-861A**

This program is available to a limited number of students selected by the board of editors. Students intensively study particular legal problems and write notes and comments for publication in the Golden Gate University Law Review.

Law Review Editor (0-4 units)**LAW-861C**

This program is available to a limited number of students selected by the board of editors. Students intensively study particular legal problems and write notes and comments for publication in the Golden Gate University Law Review.

Law of International Armed Conflicts (3 units)**LLM-383**

Students explore the body of law governing the actions of nations and individuals during a state of armed conflict. Topics include the use of force between states, rules of international armed conflict, war crimes and war crimes tribunals (including applications to ongoing conflicts), international humanitarian law, the Geneva Convention, arms control and disarmament, weapons of mass destruction, collective security, the United Nations and U.N. peacekeeping efforts, and the applicability of the laws to national and international terrorism.

Law of Japan (2 units)**LAW-817A**

This course introduces the legal traditions and institutions of Japan and serves as a starting place for those who may work or study in international or comparative law or may conduct business abroad. The course explores differences in substance and procedure, as well as reach jurisprudential issues, such as the role of law, functional equivalents, and alternatives to law; and the rule of law. Students familiar with the common law will benefit by contrasting that tradition with the civil law tradition, practices, and methods used in Japan.

Law of the Sea Seminar (2 units)**LAW-860**

This course reviews the legal problems encountered in government and private practice regarding the rights of coastal states over territorial waters and strategic straits, establishment of exclusive national economic zones and fisheries, activities on the high seas, efforts to control marine pollution, and exploitation of the mineral resources of the international seabed.

Law/Politics/Economics/Development:**An Introduction to the Thai Legal System (1-3 units)****LAW-800E**

Designed as an introduction to the Thai legal system and culture, this course acquaints students with the elements that comprise the Thai legal system and the components of its cultural heritage. Students meet with Thai students and make organized visits to the law courts, attorney general's office, Ministry of Justice, and other places of interest in Thailand. This course is only offered through the Summer Bangkok Program.

Lawyering Skills (2 units)**LAW-824B**

Students learn counseling, interviewing, and negotiating skills in class simulations, then work with real clients. Training is provided in both lawyering skills and substantive law. Under the professor's supervision, students act as advocates for clients in a variety of settings. Students may take this course or another Lawyering Skills course, but not both. Consent of instructor required.

Lawyering Skills: Client Advocacy (3 units)**LAW-824D**

Students learn counseling, interviewing, and negotiating skills in class simulations, then work with real clients through the Homeless Advocacy Project (HAP), which is sponsored by the Bar Association of San Francisco Volunteer Legal Services Program. Training is provided in both lawyering skills and substantive law. Under the professor's supervision, students act as advocates for HAP clients in a variety of settings. Students may take this course or another 2-unit Lawyering Skills course, but not both. Consent of instructor required.

Legal Analysis (3 units)**LAW-801E**

This course covers the elements of legal reasoning and problem solving, with an emphasis on analytical writing.

Legal Methods (2 units)**LAW-863C**

This course re-examines a subject from the first year curriculum, exploring it in a small seminar setting with an emphasis on problem solving and analytical writing. Admission is by invitation only. See instructor for details of subject matter to be covered.

Legislative Process (2 units)**LAW-865D**

This course examines legislation and the creation of statutes. Topics include the legislative and political process, the anatomy of a statute, and judicial interpretation of statutes. The course emphasis is on theories of statutory interpretation including the canons of statutory construction, extrinsic sources of statutory meaning, and agency interpretation of statutes.

Literature and the Law (2 units)**LAW-859A**

Students read literature about the law including nonfiction and fictional accounts of major cases, trials, and legal movements; biographies of leading jurists and lawyers; and seminal articles in various areas of legal criticism. The class also examines legal writing as literature, considering the rhetorical style, theme, and content of selected opinions and writings of judges and legal scholars. The course is presented in seminar and discussion format, with one presentation or paper required.

Litigation of Tax Controversies (3 units)**LLM-341**

After analyzing litigation procedures and rules, students apply them to model cases through pleadings, discovery, pretrial motions, settlement conferences, stipulations, trial strategies, briefs and memoranda, oral arguments, evidentiary hearings, and trials. Prerequisite: Federal Tax Procedure. (Offered through the LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

M**Marital Taxation (2 units)****LLM-346B**

This course considers the tax consequences of marriage, divorce, and nonmarital relationships, including marital status, prenuptial agreements, interspousal property transfers, structuring divorce settlements, special asset valuation, and the impact of marital status on gift and estate planning. (Offered through the LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

Mediation Skills Training (2 units)**LAW-870**

This course combines a survey of various mediation theories, settings, and methods with simulations in problem solving, mediation, negotiation, and legal representation. Topics include confidentiality and standards of conduct for mediators. Students may earn a certificate for 40 hours of Mediator Training.

Mental Disorders and the Law (2-3 units)**LAW-879A**

This course addresses questions such as: Who is mentally ill? Who cares? Who treats the mentally ill? How is the public protected from the mentally ill? How are the mentally ill protected from the public? Under what circumstances are mentally ill people legally responsible for criminal acts? Students choose a topic, prepare a paper, and present their work in class. While the class is structured as a 2-credit seminar, a third unit of credit will be available by arrangement with the instructor.

Mergers and Acquisitions (3 units)**LAW-744**

The course focuses on the multitude of legal and nonlegal issues confronting lawyers handling mergers and acquisitions of entities. Issues include corporate, securities, tax, and antitrust issues. In a part-lecture, part-workshop approach, the course analyzes the lawyer's diverse role in managing a complex business restructuring. Public and private company mergers and other restructurings are considered, as are the various M&A roles played by directors, senior officers, investment bankers, accountants, and others.

Mid-Year Admission Seminar (1 unit)**LAW-735**

This course examines the basic analytic skills used in the study of law, with an emphasis on problem solving and analytic writing.

Multinational Estate Planning (3 units)**LLM-351**

This course addresses estate, inheritance, gift, and income taxation of trust and estate rules as they relate to U.S. citizens living abroad, foreign nationals in the United States, and nonresident aliens. Analysis includes comparative law, estate and gift tax treaties, conflicts of law, and choice of law in selected jurisdictions. Prerequisite or corequisite: Estate & Gift Taxation. Recommended: Income Taxation of Trusts & Estates; Estate Planning; International Taxation. (Offered through the LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

N**Negotiable Instruments (2 units)****LAW-800P**

This survey of the law of negotiable instruments examines checks, promissory notes, letters of credit, credit cards, debit cards and electronic transfers. Topics covered are holder in due course; liability and defenses of parties to negotiable instruments; rights, duties, and liabilities of banks; and electronic fund transfers. The primary focus is on Articles 3 and 4 of the Uniform Commercial Code.

Negotiating and Drafting Contracts in the Entertainment Business (2 units)**LAW-833D**

This advanced course in entertainment law focuses on the drafting and negotiation of the numerous agreements involved in entertainment projects. Sound recording and publishing contracts in the music business and licensing agreements for the online distribution of music and audiovisual works are examined in detail. Students get hands-on experience in drafting these agreements. They also analyze negotiation points and discuss negotiation tips and strategies with experienced practitioners in entertainment law.

P

Pacific Settlement of Disputes Between States (3 units)

LLM-376B

This course examines various methods available in the resolution of conflicts between States. The course examines the International Court of Justice, the International Tribunal on the Law of the Sea at Hamburg, the International Criminal Tribunal at The Hague for former Yugoslavia, and the International Criminal Tribunal at Arusha for Rwanda, as well as the interplay of other methods of dispute settlement between States, such as the DSB and its Appellate Body under the WTO in Geneva, the Permanent Court of Arbitration at The Hague, and United Nations-sponsored conciliation, mediation, enquiry, good offices, and negotiations.

Partnership Tax (3 units)

LLM-328

(formerly Federal Income Taxation of Partners & Partnerships.) This course concerns tax issues of the organization and operation of partnerships, including contributions, distributions, withdrawal of a partner, dissolution, and sales or exchanges of partnership interests. Prerequisite: Characterization of Income & Expenditure. (Offered through the LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

Passive Activity Loss Rules (1 unit)

LLM-346M

This course includes definition and application of rules restricting the deductibility of losses from passive activities. (Offered through the LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

Patent Application Process From A to Z (3 units)

LAW-875B

This practical course traces an invention from conception to the issuance of a U.S. patent. The major emphasis is on the filing and prosecution of a patent application at the United States Patent and Trademark Office, using the rules and procedures outlined in the U.S. patent codes and rules and the United States Patent and Trademark Office's Manual of Patent Examining Procedures. The course is especially useful for students who want to take the patent bar and/or work in the area of patent preparation and prosecution. Prerequisites: IP Survey or Patent Law or permission of the professor.

Patent Law of the U.S. (3 units)

LAW-875

This course explores U.S. patent law in depth. The emphasis is on the patent law statute, Title 35 of United States Code, and the case law that has interpreted this statute. In addition to class discussions of the cases and statutes and a final exam, patent law principles are applied in a practical manner in a graded student project. Past projects have included Markman hearing materials and infringement opinion letters. Prerequisites: IP Survey or permission of the professor. A technical background is a plus. Intellectual Property LL.M. students are required to take this course, Copyright Law of the U.S., or Trademark Law of the U.S.

Patent Litigation (2 units)

LAW-875C

This course takes students through the various stages of preparing a patent infringement or validity challenge case through trial. Litigation strategies, discovery, and pre-trial motions are covered.

Practical Accounting for Tax Attorneys (2 units)**LLM-359**

This course focuses on basic financial statement analysis and accounting concepts. The course is designed for students who plan to work at Big Five firms or other organizations where a rudimentary understanding of accounting is essential for success. Students planning to do transactional or litigation work where critical reading of financial statements is important may also benefit from the course. (Offered through the LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

Principles of Valuation (3 units)**LLM-347B**

A general survey of valuation for income tax purposes; including a study of reasons for valuations, the methods used to measure value, and why income tax valuation may differ from transaction valuation. The course will also cover how to analyze complex income tax valuation disputes and current income valuation insights.

Privacy, Defamation, and Other Relational Torts (3 units)**LAW-720G**

This course is an intensive examination of privacy and defamation issues in torts. Other topics may include interference with economic interests, disruption of family relationships, trademark and tradename misappropriation, and unfair competition. Prerequisite: Torts. Students who enroll in Advanced Torts: Defamation & Privacy may not enroll in this course.

Private International Law (3 units)**LLM-391**

This course studies problems that arise from disputes of private parties involving foreign law issues. While the course analyzes the usual problems of personal jurisdiction over foreign parties, choice-of-law problems, and enforceability problems, the instructor also emphasizes the comparative law aspects of such cases and the historical background needed for their understanding. Students learn how different legal traditions approach various evidentiary and legal issues in both the civil and common legal traditions.

Products Liability (3 units)**LAW-877**

Students engage in an advanced study of procedural tort and contract principles pertaining to the liability of those who are part of the integral marketing enterprise for goods. Prerequisite: Torts.

Professional Responsibility (2 units)**LAW-805A**

This course examines the attorney's responsibility to the client, the profession, and society, as well as the structure and operation of the U.S. legal profession. Both ABA and California rules are discussed.

Professional Responsibility for Tax Practitioners (2 units)**LLM-300**

This course considers tax practice issues including tax attorney regulation and ethical considerations. (Offered through the LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

Property I (4 units)**LAW-715A**

This survey of interests in land covers possession versus ownership, forms of ownership, modern landlord-tenant law, restrictions on the use of land through easements and restrictive covenants, and regulation of land use. The course also considers constitutional issues such as taking property without just compensation, infringements on freedom of association, and exclusion of minorities and the poor.

Property I - MYA (4 units)**LAW-715M**

This survey of interests in land covers possession versus ownership, forms of ownership, modern landlord-tenant law, restrictions on the use of land through easements and restrictive covenants, and regulation of land use. The course also considers constitutional issues such as taking property without just compensation, infringements on freedom of association, and exclusion of minorities and the poor.

Property II (2 units)**LAW-715B**

This survey of modern real estate transactions examines aspects of purchasing real estate. Prerequisite: Property I.

Public Interest/Government Counsel Clinic (1-6 units)**LAW-880C**

Under faculty supervision, students work as legal interns in public interest offices and government agencies. The accompanying seminar provides students with opportunities to hear from public interest and government attorneys, learn about common themes in government practice and different types of public interest practice, and discuss their legal experiences. Students are counseled if they desire to find their own placements with faculty approval. Students may not work at placements included in other clinical offerings. Consent of instructor required.

Public Natural Resources and Land Law (3 units)**LAW-872**

This course examines the laws governing natural resources on the one-third of the United States that comprises our public lands including forests, minerals, ranges, wildlife, recreation parks, and wilderness. Students also explore laws protecting federal wildlife and endangered species.

R**Race and Civil Rights Seminar (2 units)****LAW-834K**

Topics covered include theories of race, racial identity, and racism; critical race theory; histories of racism in the United States.; a critique of goals and strategies of the civil rights movement; racial discrimination in housing, employment, and education; and affirmative action. Students are required to participate in group presentations on course topics of their choice. Prerequisite: Constitutional Law I and II or consent of instructor.

Real Estate Clinic (2-4 units)**LAW-883**

Students are placed in law firms that specialize or do considerable work in real estate. Under the direct supervision of attorneys, students interview clients, draft pleadings and motions, and participate in trial preparations and trials. They also draft provisions for leases, sales contracts, closing papers, loan documents, and other real estate instruments. Students are required to attend classes in the Real Estate Practice Seminar or the Real Estate Litigation Seminar.

Prerequisites: Property I and II. Consent of instructor required.

Real Estate Development (3 units)**LAW-882D**

This advanced course covers legal problems that arise out of the development of real property. Topics include an overview of real estate investment analysis, selection of the acquiring entity, issues in the acquisition of real estate, land use problems, environmental issues, financing, and leasing. The orientation of the course is from the developer's point of view. Prerequisites: Property I and II. Recommended: Real Estate Finance, Federal Income Taxation.

Real Estate Finance (3 units)**LAW-882E**

This course covers legal problems that arise out of financing and purchasing property, including foreclosure and redemption, antideficiency laws, and other debtor protections. Prerequisites: Property I and II.

Real Estate Litigation Seminar (2-3 units)**LAW-883L**

This course examines common areas of real estate litigation such as commercial unlawful detainers; breach of sales contracts; broker commissions; malpractice claims against brokers, title insurers, escrow agents, attorneys, and brokers; foreclosures, receiverships, and injunctions against foreclosure; toxic waste; construction defects and mechanics' liens; condemnation and inverse condemnation; quiet title and partition; encroachment and trespass; bankruptcy; and the use of writs and lis pendens. Spring clinic students must attend the seminar as part of their clinical experience. Nonclinic students may take this course for nonclinic credit and complete special drafting exercises each week. Prerequisites: Property I and II.

Real Estate Taxation (3 units)**LLM-326**

This course explores the tax advantages of owning real property, acquisitions, operations, sales and exchanges, conversions and abandonments, aspects of financing, leasing, and forms of entity ownership of property. Prerequisites: Characterization of Income & Expenditure; Federal Income Taxation of Corporations & Shareholders; (Offered through the LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

Real Estate Transactions Seminar (2-3 units)**LAW-883T**

This course explores common areas of real estate practice such as residential and commercial leases, purchase and sale contracts, loan documents, CC&Rs and easements, zoning applications, construction contracts, title insurance endorsements, and shared ownership agreements. Fall clinic students must attend this seminar. Nonclinic students may take this course for nonclinic credit and will complete special drafting exercises each week. Prerequisites: Property I and II.

Regional Organizations (1-3 units)**LAW-800F**

Bangkok hosts a number of specialized U.N. agencies, such as the Food and Agriculture Organization, the International Labor Organization, and the World Health Organization. It also serves as regional headquarters for the Economic and Social Commission for Asia and the Pacific, the U.N.D.P., the U.N. High Commission for Refugees, and UNICEF. Students visit some of these organizations and also examine the roles and responsibilities of organizations such as ASEAN, APEC, and ASEM. This course is only offered through the Summer Bangkok Program.

Regulatory Takings & Environmental Law (3 units)**LAW-834T**

Environmental protection is inseparable from government regulation of land use. No attorney, public official, planner, consultant, developer, or environmentalist can function effectively in today's land use regulatory system without a thorough and current knowledge of the law of regulatory takings. This course provides an in-depth analysis of the historical and legal bases for regulatory takings and reviews current issues and trends in takings. Students will be challenged to apply takings concepts to real-life environmental issues.

Remedies (3 units)**LAW-806**

This survey of the legal and equitable remedies available to litigants based on their substantive rights emphasizes the type and extent of damages awarded in different legal settings. Also covered are specific performance, injunctive relief, and restitutionary remedies.

S**S.J.D. Additional Residency (0 units)****LAW-791**

This course is for S.J.D. students who require an extra semester of residency before sitting for their qualifying oral exam. Tuition is US\$500 and all other fees apply.

S.J.D. Candidacy (Non-U.S.) (0 units)**LAW-794**

This course is for S.J.D. students who have advanced to candidacy and will continue work on their dissertations outside of the United States. Tuition is US\$0 and no fees apply.

S.J.D. Candidacy (U.S. Non-Local) (0 units)**LAW-793**

This course is for S.J.D. students who have advanced to candidacy and will continue work on their dissertations in the United States but not in the San Francisco Bay Area. Tuition is US\$0 and only "international student" fees apply.

S.J.D. Candidacy (local) (0 units)**LAW-792**

This course is for S.J.D. students who have advanced to candidacy and will continue work on their dissertation in the San Francisco Bay Area at GGU. Tuition is US\$500 and all fees apply.

S.J.D. Residency (0 units)**LAW-790**

This course is for the first or second of the required two semesters of residency. Tuition is US\$12,500 and all fees apply.

Sales (2 units)**LAW-740**

Students examine Article 2 of the Uniform Commercial Code but also learn about the U.N. Convention on Contracts for the International Sale of Goods. The course focuses on formation, express and implied contractual terms, warranties, performance, and remedies for breach of contract. Prerequisites: Contracts I and II.

Securities Regulation (3 units)**LAW-802B**

Students investigate the Securities Act of 1933 and selected portions of the Securities Exchange Act of 1934, together with analogous provisions in the Uniform Securities Act and California Corporate Securities Law. Topics include the role of the underwriter, the nature of a security, the registration process, exemptions from registration, and civil liability provisions. Prerequisite: Corporations.

Selected Legal Problems (1-2 units)**LAW-884**

Students have the opportunity to do independent research under direct faculty supervision in areas of special interest. They may enroll in the project on a letter-grade or credit/no-credit basis after making arrangements to work with a faculty member and after receiving the approval of the associate dean for student services. Students must complete 60 total hours of research and writing for each unit. Unit value for the work is determined in conference with the supervising faculty member. Appropriate registration forms are available from the registrar.

Sexual Orientation & the Law (2 units)**LAW-885D**

This survey of the ways in which the law treats matters of sexual orientation emphasizes civil and constitutional law. The issues to be addressed include the right to privacy as applied to sexual orientation and conduct, issues of communication about controversies related to sexual orientation, definitions of discrimination in law applied to sexual orientation controversies, and decriminalization of lesbian/gay sexual activity. Recommended: Constitutional Law I and II.

Solving Legal Problems (2 units)**LAW-863**

This course focuses on the attorney's role as planner, policymaker, troubleshooter, litigator, and dispute resolver. Students engage in a series of written problems and exercises, some of which are modeled on those used in the performance sections of the California Bar Examination. Prerequisites: Appellate Advocacy.

Special Problems: Contracts & Torts (2 units)**LAW-728**

The Law School offers advanced Special Problems courses in Property, Civil Procedure, Constitutional Law, Criminal Law, Criminal Procedure, Evidence, Contracts, and Torts. Students analyze problems in the subject matter covered by the course. The focus is on written and analytical skills. Prerequisites: Contracts and Torts

Special Problems: Property (2 units)**LAW-728C**

The Law School offers advanced Special Problems courses in Property, Civil Procedure, Constitutional Law, Criminal Law, Criminal Procedure, Evidence, Contracts, and Torts. Students analyze problems in the subject matter covered by the course. The focus is on written and analytical skills. Prerequisites: Property I and II.

Special Problems: Property & Evidence (2 units)**LAW-728A**

The Law School offers advanced Special Problems courses in Property, Civil Procedure, Constitutional Law, Criminal Law, Criminal Procedure, Evidence, Contracts, and Torts. Students analyze problems in the subject matter covered by the course. The focus is on written and analytical skills. Prerequisites: Property I and II and Evidence

Sports Law (2 units)**LAW-873**

This survey of the complex legal relationships found in major professional teams and leagues includes contracts, antitrust, labor law, torts, workers' compensation, and gender discrimination brought to bear on current issues in the sports industry. Practical guidance in representing athletes is stressed.

State & Local Taxation (2 units)**LLM-368**

This course provides an overview of state taxation including business taxes, sales and use taxes, corporate income tax laws, treatment of multistate and multinational businesses, federal constitutional limitations on state taxation, and the impact of state taxes on federal tax consequences. (Offered through the LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

Street Law (3 units)**LAW-886**

Each student teaches a 12-week course in basic housing law, family law, consumer law, constitutional law, and criminal law and procedure to local high school students. Students prepare in teacher-training sessions held prior to the teaching assignments and follow up with weekly seminars in substantive areas of the law. Prerequisite: completion of first-year courses. This course is counted against clinical units. Street Law is taught by the University of San Francisco School of Law, with classes meeting at their campus. Students must have approval from the associate dean for student services to enroll in this course.

Superfund (2 units)**LAW-834Q**

This in-depth examination of the federal Superfund law explores liability issues, cleanup standards, contribution and settlement, natural resource damages claims, the EPA's brownfields initiative, and proposed Congressional reforms of the statute.

T**Tax Exempt Organizations (3 units)****LLM-331**

This course concerns issues of tax-exempt status, including planning for charitable contributions, use of charitable remainder and lead trusts, charitable gift annuities, bargain sales, and problems of private foundation excise tax and unrelated business income. (Offered through the LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

Tax Litigation (2 units)**LLM-341D**

After analyzing litigation procedures and rules, students apply them to model cases through pleadings, discovery, pretrial motions, settlement conferences, stipulations, trial strategies, briefs and memoranda, oral arguments, evidentiary hearings, and trials. Prerequisite: Federal Tax Procedure.

Tax Policy (3 units)**LLM-340**

This course considers utilization of the tax system to achieve public policy goals, including assumptions, problems, and social impacts of alternative public taxation policies. (Offered through the LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

Tax Research (1 unit)**LLM-317A**

This course acquaints students with resources available for tax research, including legislative processes, the Internal Revenue Code, judicial and administrative interpretations, reference services, and electronic research. (Offered through the LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

Tax-Aid Clinic (1 unit)**LLM-308**

Students in the LL.M. Taxation Program may earn credit by volunteering at Tax-Aid, a nonprofit organization with centers in San Francisco, Oakland, East Palo Alto, Redwood City, and San Rafael. J.D. students who have completed LAW-838B "Federal Income Taxation" may also participate in the clinic. A training session is mandatory. The clinic is offered only in the spring semester and only on a "credit/no credit" basis.

Taxation of Damages (1 unit)**LLM-316**

This course will provide an in-depth analysis of the taxation of damage awards for personal injuries, business torts and breach of contract claims, and all other types of litigation and settlement recoveries. The course will also cover assignment of income, tax withholding and reporting rules, and issues arising from the award or payment of attorneys' fees.

Taxation of Mergers & Acquisitions (3 units)**LLM-339A**

This course will provide students with a practical understanding of many of the critical tax considerations associated with acquisitions and dispositions. Topics will include structuring considerations for taxable and tax-free transactions, including section 338 and section 338(h)(10) elections, tax due diligence, and drafting and review of acquisition agreements. Prerequisites: Federal Income Taxation of Corporations and Shareholders; Advanced Corporate Tax.

Thesis (4-6 units)**LLM-386**

A thesis is an independent study project for S.J.D. and LL.M. students done under the supervision of the LL.M. or S.J.D. Program Director. Thesis can be taken for 4-6 units. The thesis can be on any topic agreed to by the student and the LL.M. Program Director. Thesis can be taken for a letter grade or for a Credit/No Credit grade and must be decided at the time of topic approval. All papers submitted under this program should reflect approximately 70 hours of work per unit of credit.

Timing of Income & Expenditure (3 units)**LLM-338**

This course analyzes problems of allocation income and deduction items to the proper taxable year, including annual accounting concept, tax year selection, accounting methods, and the time value of money. (Offered through the LL.M. in Taxation Program. J.D. students seeking to enroll must obtain the approval of the program director.)

Torts (4 units)**LAW-720**

This introductory course considers the elements of and defenses to intentional torts, negligence and strict liability, including liability for defective products. The legal principles in each subject area and the policies underlying them are extensively analyzed and explored. (Note: Advanced torts, including interference with contract and prospective economic advantage, and privacy and defamation are covered in elective courses.)

Torts I (2 units)**LAW-720A**

This yearlong introductory course (see Torts II) considers the elements of and defenses to intentional torts, negligence and strict liability, including liability for defective products. The legal principles in each subject area and the policies underlying them are extensively analyzed and explored. (Note: Advanced torts, including interference with contract and prospective economic advantage, and privacy and defamation are covered in elective courses.)

Torts II (2 units)**LAW-720B**

This yearlong introductory course (see Torts I) considers the elements of and defenses to intentional torts, negligence and strict liability, including liability for defective products. The legal principles in each subject area and the policies underlying them are extensively analyzed and explored. (Note: Advanced torts, including interference with contract and prospective economic advantage, and privacy and defamation are covered in elective courses.) Prerequisite: Torts I

Toxics Law and Policy (3 units)**LAW-894A**

How to regulate the thousands of toxic substances used in commerce today is a central focus of environmental law. This course first examines how effective common law actions are in dealing with exposures to toxic substances, then studies the range of regulatory responses dealing with toxic substances and hazardous waste, such as the federal hazardous waste management law (RCRA), the federal Superfund statute that deals with clean up of abandoned waste sites, and other federal statutes controlling toxics in various other settings, including drinking water (the SDWA Act) and pesticides (FIFRA). The course also covers risk assessment and risk management issues and information-based alternatives to traditional regulation, including California's Proposition 65.

Trademark Law of the U.S. (3 units)**LAW-891**

This course covers U.S. trademark law, focusing on the history of the Lanham Act and the role trademark protection plays in interstate commerce. Students explore the legal issues arising from the registration process and the application of the terms of the Trademark Manual of Examining Procedure. The course also examines the interaction between domain names and trademarks and the general impact of the Internet on trademark law. Intellectual Property LL.M. students are required to take this course, Copyright Law of the U.S. or Patent Law of the U.S.

Trademark Practice: Trial & Appeal Board (2 units)**LAW-891A**

This course focuses on the process of filing or responding to an opposition to a trademark registration that is adjudicated by the Trademark Trial and Appeal Board. Litigation strategies and analysis of office actions are discussed. Petitions seeking cancellation, abandonment, or invalidation due to genericness or fraud are also examined. Prerequisites: Intellectual Property Law Survey and/or a more focused course in trademark law, or familiarity with the legal issues involved in trademark law.

Transfer Pricing (1 unit)**LLM-321D**

Transfer pricing has emerged as one of the leading international tax issues among multinational corporations. This course covers the genesis of transfer pricing under U.S. law and the legal and economic principles governing inter-company pricing of intangible property, services, and tangible goods transactions. Prerequisites: A background in international taxation, economics, and accounting is useful but not required.

Trial Advocacy (3 units)**LAW-899B**

This is the entry course for the litigation program, and it teaches the basic skills needed by every lawyer going to court: conducting a direct examination of a witness, introducing documents and physical evidence, cross-examining witnesses, making and answering objections, and preparing opening statements and closing arguments. Much of the students' work is videotaped. The final examination for this course is a full trial conducted in a local courthouse.

Prerequisite/Corequisite (Depending on instructor): Evidence.

U**Urban Environmental Law and Policy (2 units)****LAW-834U**

This course provides an overview and analysis of urban environmental issues through the study of current policy, organizations, and case studies, with an emphasis on California and the San Francisco Bay Area. The course includes guest lectures from experts working on urban environmental issues and covers such topics as sprawl, transportation, water resources, open space, brownfields, and environmental justice.

W**Water Law (3 units)****LAW-871W**

This class provides an overview of the legal framework and principles governing the ownership, use, and distribution of water. It covers topics that are national in scope, but it also emphasizes laws and issues unique to California. The class covers surface water and ground water rights, California and federal water institutions, federal-state and interstate disputes, reclamation law, and water transfers. It also covers the environmental statutes and doctrines that are playing a central role in water allocation: the Endangered Species Act, the Clean Water Act, and the public trust doctrine.

Western Hemisphere Trade Seminar (2 units)**LLM-379**

This seminar provides students with a working knowledge of trade regimes and organizations that govern the conduct of international business in the Western Hemisphere. Students are given the opportunity to apply this knowledge to realistic legal problems similar to those they would encounter in the international legal arena. Topics include understanding barriers to trade, regional trade organizations in the Western Hemisphere, doing business in Mexico and Canada under NAFTA, and other types of regional organizations in the Western Hemisphere and their impact on business relationships.

Wills and Trusts (4 units)**LAW-807**

A study of nontax estate planning devices, this course explores intestate succession; restrictions on the power to dispose of property; the execution and revocation of wills; and the nature, creation, modification, and termination of trusts. Future interests and perpetuities problems are also discussed. Prerequisite: Property I. Recommended: Property II.

Wills, Trust & Community Property (3 units)**LLM-356A**

This course will deal with intergenerational transfers of wealth including in testate succession, wills, trusts, life insurance, and joint tenancies, focusing on California law. Also covered will be basic California community property law. Those students intending to take the California bar should seriously consider taking this course. Open only to international students in LL.M. programs.

Women and the Law (2 units)**LAW-885A**

This course addresses a variety of private and public law controversies that impact women. Topics may include rape law reforms, reproductive rights, intersections between gender and race discrimination, the feminization of poverty, gender discrimination in athletics, and the rights of pregnant employees. Issues are addressed using a variety of practical and theoretical sources, including judicial opinions, feminist commentary, social science data, litigation documents, and literature.

Women's Employment Rights Seminar (3 units)**LAW-885S**

The Women's Employment Rights Seminar is open only to students enrolled in the Women's Employment Rights Clinic (LAW-885B). The course addresses employment law issues affecting women in the workforce, focusing on both California and federal law. The seminar includes skills training components on client interviewing and counseling, case theory development, and administrative hearing practice.

Women's Employment Rights Clinic (1-6 units)**LAW-885B**

Students represent low-income clients with employment-related problems in areas including unpaid wages, discrimination and harassment, pregnancy disability, family and medical leave, and unemployment benefits. The clinic operates as a law office, with students practicing under direct faculty supervision. Clinic students must simultaneously enroll in the Women's Employment Rights Seminar (LAW-885S). Prerequisites: All first-year courses. Corequisite: Evidence. Consent of the instructor is required.

Workers' Compensation (2 units)**LAW-892**

This course surveys the compensation system for handling claims of workers injured in the course of their employment.

Writing & Research - Mid-Year Admission (3 units)**LAW-725M**

This course combines Writing and Research I and Writing and Research II into a single semester for Mid-Year Admit students. The course surveys legal methods and systems, develops students' skills in analyzing statutory and decisional law, introduces students to prescriptive legal writing, and then turns to persuasive writing.

Writing and Research I (2 units)**LAW-725A**

This course surveys legal methods and systems, develops students' skills in analyzing statutory and decisional law, and introduces students to prescriptive legal writing.

Writing and Research II (1 unit)**LAW-725B**

This second semester Writing and Research course focuses on persuasive writing. Prerequisite: Writing and Research I

Wrongful Convictions (2 units)**LAW-876A**

This seminar explores the flaws in the criminal justice system that lead to wrongful convictions, and investigates remedies designed to minimize future miscarriages of justice. The course may be taken on its own or as a (required) companion seminar for students enrolled in the Innocence Project.